



JOB DESCRIPTION

JOB TITLE: Lead Maintenance Technician

DEPARTMENT: Maintenance

EFFECTIVE DATE: Open until filled

FLSA STATUS: Full Time – Non- Exempt

DEFINITION:

Installs, troubleshoots and repairs complex mechanical equipment and distribution systems involving work of a varied nature with minimum supervision. Maintains, services and assures proper operation of all the company's assets facility wide.

SUPERVISION RECEIVED:

Works under the general supervision of the Maintenance Manager.

SUPERVISORY FUNCTIONS:

None

ESSENTIAL FUNCTIONS OF THE JOB, REQUIRED SKILLS AND ABILITY:

- Installs, maintains and rearranges complex equipment.
- Diagnose complex equipment failures.
- Dismantles, repairs and reassembles complex equipment.
- Performs work in the mechanic's skill area such as fabrication, assembly, welding, burning, cutting, layout, pipefitting and basic electrical knowledge.
- Occasionally assists other trades.
- Clean and fill all soap, paper towel and other dispensing equipment. Handles all recycling.
- Completes routine paperwork as required.
- Uses typical mechanic's tools and inspection gauges.
- Works from drawings, verbal instructions or sketches. Uses shop math.
- Clean debris and lubricant from parts, work area and equipment.
- Operates production equipment to check work as required.
- Operates shop equipment including drill press, grinder, sander and others.
- Carries out tasks in a safe, neat and workmanlike manner. Cleans jobsite.
- Carries out all work as assigned by supervision.
- Oversees facility, maintaining all aspects of appearance and function of building and grounds.
- Working knowledge of modern office equipment, including use of computers.
- Knows the location of all the shop equipment and services.
- Able to start, stop and run machinery.
- Is familiar with, understands and uses safe practices and wears all required safety equipment.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manually lifts 50# objects intermittently and frequently exert 10 to 20 pounds of force to lift, carry, push, and pull or otherwise move objects. Heavier objects are handled using alternate methods.
- To talk and hear with enough proficiency to allow for communicating with company personnel and vendors by phone or in person.
- To have hand and arm (or equivalent) dexterity adequate to allow for extensive use of tools and equipment.
- Work involves frequent periods of standing and walking, which may include climbing ladders and scaffolds and in pits, tanks and drums.
- Work involves stooping, kneeling, crouching, twisting/turning and reaching, bending at the waist. Indoor/outdoor work environment with exposure to weather extremes.
- Must be able to perceive the nature of sound, utilize near and far vision, depth perception, provide oral information, and possess the manual dexterity to handle and work with various materials and objects which are essential aspects of this position.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent (GED)
- Valid Driver License.
- Practices a strong work ethic.
- Possesses qualities such as productivity, dependability, resourcefulness, efficiency, and professionalism.

PREFERRED QUALIFICATIONS:

- Completion of recognized mechanical apprenticeship program or 3 years' experience as maintenance technician in a manufacturing environment.
- Equivalent combination of education, training and experience.

EQUIPMENT/JOB LOCATION:

Will work at Waconia and Norwood Young America facility as needed or directed. Equipment used includes, but is not limited to, personal computer, hand tools, electric tools, shop carts, forklifts, articulated wheel loader, scissor lift, hoists, floor cleaning machines, parking lot sweeper, vehicles.

NON-DISCRIMINATION POLICY:

Waconia Manufacturing, Inc. will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, familial status, disability, age, marital status, genetic information, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of Waconia Manufacturing, Inc. and requirements of the position change. Waconia Manufacturing, Inc. reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to state drug and alcohol testing.)