JOB POSTING

July 29, 2019

Job Title: Maintenance Technician

Contact Person: Bill Luther or Tim Brown

Company Address: 226 FM 116, Gatesville, TX 76528

Job Location: Laerdal TX site **Available:** ASAP

Position Overview:

Responsible for performing highly diversified duties to install, troubleshoot, repair and maintain production and facility equipment according to safety, predictive and productive maintenance systems and processes to support the achievement of the site's business goals and objectives.

Position Holder is Accountable For:

- Plan and ensure execution of the Preventive Maintenance Plan for the Gatesville site
- Maintain records of installation, maintenance, and repair orders
- Order parts, supplies, or equipment to keep production running
- Maintain acceptable level of inventory accuracy
- Ensure strict adherence to all relevant federal and local guidelines for safety and productivity including OSHA, ADA and other required regulations
- Contact and follow-up with vendors for maintenance issues

Essential Duties and Responsibilities:

- Complete a variety of tasks related to maintenance of machinery, including plumbing, electrical jobs, heating and air conditioning, vehicles, structural concerns and more depending on the scope of the project.
- Ensure operation of machinery and mechanical equipment by completing preventive maintenance requirements following diagrams, sketches, operations manuals, manufacturer's instructions, and engineering specifications; troubleshooting malfunctions.

- Maintain equipment, parts, and supplies inventories by checking stock to determine inventory level; anticipating needed equipment, parts, and supplies; placing and expediting orders; verifying receipt.
- Prepare mechanical maintenance reports by collecting, analyzing, and summarizing information and trends.
- Supervise the work of weed and pest control, landscaping, and cleaning vendors.
- Drive forklifts and company vehicles.
- Respond to after-hour emergencies as required.
- Maintain a clean and organized work area while completing tasks related to maintenance, repair, or installation.

Qualifications/Competencies/Position Requirements:

Knowledge, Skills, and Abilities:

- Must possess and maintain a valid Texas class C driver's license and a satisfactory driving record.
- Ability to utilize standard policies and principles related to the construction, maintenance, operation and repair of facilities and infrastructure.
- Ability to read and interpret sketches, operations manuals, manufacturer's instructions, and engineering specifications.
- Ability to follow safety practices and principles related to maintenance operations.
- Ability to utilize MS Office software effectively.
- Previous experience with a Computerized Maintenance Management System highly preferred.
- Must be able to work under short timelines and pressure while maintaining delivery demands.
- Ability to prioritize and plan work activities and use time efficiently
- Detail-oriented with attention to quality and thoroughness.
- Willing and able to adapt to changes in the work environment; manage demands in connection with delays or unexpected events.
- Ability to work effectively, independently and in a team environment.
- Must be able to operate a forklift and achieve operator certification.

Education and Experience:

- High school diploma or equivalent
- Minimum of 5 years' facilities maintenance experience
- Minimum of 5 years' industrial equipment maintenance and repair experience
- Minimum of 3 years' minor electrical and plumbing repairs experience

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Working Hours:

- Hours may vary and may require working overtime depending on business needs

Working Environment:

- Work usually performed in a manufacturing environment
- Exposure to shop elements such as noise, dust, odor, fumes, chemicals, and solvents
- May be exposed to outside weather conditions

Tools and Equipment Used:

- Operates specialized equipment and vehicles in areas of specialization such as forklift, electrical testing devices, power tools, vehicle diagnostic equipment, etc.

Travel:

- Occasional local travel

Physical Demands:

- Must be able to lift and move up to 50 pounds
- Digital dexterity and hand/eye coordination in operation of equipment
- Regularly required to climb, sit, stand, bend, reach, stoop, crouch, and move about the facility
- Ability to communicate with customers and/or other team members via phone or in person
- Must be able to work around chemicals and solvents

Shift Hours: **Monday – Friday 7:00 a.m. – 3:30 p.m**