

Job Title: Production Maintenance Technician

Department/Division: Maintenance

Reports to: Maintenance Manager

Grade:



Job Summary:

Perform maintenance, repair, complex troubleshooting, redesign, and implement improvements on mechanical, electrical, and computerized systems, develop/improve preventative maintenance and machine rebuild/tuning/alignment procedures. Function as a technical resource for Production Operators and assist the Engineering group in process operations / machine improvements and modifications.

Duties/Responsibilities:

- Maintains a clean and safe work area.
- Responsible for acting consistently with Tapemark's Core Values of Excellence, Responsibility, Integrity, Community, Knowledge and Attitude to ensure the organization's effectiveness and interdepartmental success.
- Performs skilled abilities in examining production machines and equipment to diagnose electrical and mechanical problems to ensure equipment is electrically, mechanically sound, and functions to Tapemark specifications.
- Provides support to electronic devices and equipment used in production such as vision systems, converting machines, PLC devices and multiple function sensors.
- Debugs, repairs, replaces defective parts, or adds new parts and / or equipment. Makes necessary adjustments to insure optimum performance.
- Cooperates with co-workers and managers to develop a team environment where individuals work effectively – productively in a positive atmosphere where others are treated professionally and respectfully.
- Demonstrate initiative and dependability to work independently with minimal supervision.
- Demonstrate ability and initiative to analyze equipment / line problems / equipment efficiencies and implement solutions.
- Demonstrate ability to properly select and install electrical sensors or control systems to improve process performance and machine dependability.
- Ability to write and implement emergency ECO modifications.
- Can determine when a machine or piece of equipment is not operating per Tapemark specification.
- Maintains and repairs equipment per the maintenance work order procedures.
- Debugs, repairs, replaces and/or adds any necessary parts and/or equipment.
- Design and build manufacturing equipment and fixtures.
- Willingness to perform other tasks not related to present job description.

Education and Experience:

- One- or two-years' experience with an Associates Technical degree or certificate program, or three to five years' experience in manufacturing or an equivalent field.
- 3 years of related industrial electrical experience required.
- 3 years of die cutting, converting, or packaging experience preferred.

Preferred Skills/Abilities:

- Knowledge of the general trade, i.e.: packaging, converting, or printing with a strong working knowledge in electronics, sensors, high / low voltage, welding, and common machine shop equipment.
- Knowledge to perform preventative maintenance and calibration of production and/or facility equipment without supervision.

- Knowledge and ability to implement ECO changes.
- Knowledge and ability to assist in coordination of installation activities of new equipment with Engineering, Production and Maintenance personnel.
- Knowledge and ability to train other maintenance Technicians in areas of personally preferred specialization in an on-the job (OJT) training scenario
- A basic knowledge of Pneumatics
- A basic knowledge of Mathematics
- A basic knowledge of computers
- A basic knowledge of MS Word, Excel, and equipment database functionality
- A basic knowledge of PLC programming and operation preferred
- Skilled in using a variety of shop tools and equipment, including milling machine
- Skilled in electronic, electrical, machine tool and precision measuring
- Skilled in using electronic devices for troubleshooting and problem solving
- Skilled in welding – TIG, MIG and Stick
- Ability to instruct / assist other Maintenance Technicians in the intricacies of production machinery and equipment in performing PM's and maintenance calls.
- Ability to instruct Production Operators in proper operation of the machinery.
- Ability to provide supervision and training to maintenance / facility helpers in job activities.
- Ability to follow oral and written instructions.
- Ability to communicate effectively, professionally, and positively with all employee levels.
- Ability to develop insightful troubleshooting techniques, training, and document such as a resource for further departmental company use.
- Ability to view / debug machine control logistic software (PLC) and hardware for proper operations as per the qualified machine specifications.
- Ability to trouble shoot, diagnose and repair machine breakdowns in a prompt, skillful manner to minimize machine downtime.
- Ability to make useful recommendations regarding improved machine performance.
- Ability to set priorities to achieve production quotas and company goals.
- Ability to follow written and verbal instructions and specifications
- Ability to adjust to changing priorities while meeting deadlines.
- Ability to be flexible and work on a variety of jobs, equipment, and locations.
- Ability to establish and maintain working relationships with internal and external customers.
- Ability to effectively communicate, both in written and verbal form.
- Ability to work independently.
- Ability to identify and solve problems.
- Ability to read equipment specifications and blueprints
- Ability to understand and apply technical information.
- Ability to identify improvement opportunities and formulate an action plan

Performance Measures:

- Response to problems or issues is accurate, timely and cost effective.
- Internal customers and vendors are satisfied with support, documentation, communication, and results.
- Machines and tools are properly used and maintained in good working condition
- Internal customers and Engineering satisfied with support, documentation, communication, and results
- Ability to problem solve issues with minimal engineering assistance
- Functionality review of work when assisting an engineer
- Tapemark resources are utilized expertly.
- Timelines and objectives are established and met.
- Machines and support equipment are properly debugged and repaired to specifications and within tolerance
- Responsible for maintaining a clean and safe working environment.
- Responsible for maintaining the use of required machine guards, safety equipment and safety procedures.

- Safety Policies are followed.
- Maintains a clean work area.
- Response to problems or issues is professional
- Projects are approached with a positive attitude.
- Consistently demonstrates, both internally and externally, Tapemark's Core Values as measured through the Tapemark Performance Evaluation.

Employee Signature

Date

DEPARTMENT: Maintenance
TITLE: Production Maintenance Technician

PHYSICAL & MENTAL DEMANDS ANALYSIS & REQUIREMENTS

DEMAND CODES:

I = Infrequent – 5% - Up to 2 hours/week

O = Occasional – 6 – 25 – Up to 2 hours/day

S = Somewhat Regularly – 26 – 40% 2-3 hours/day

R = Regularly – 41 – 60% - Over 5 hours/day

M = Most of the time – Over 60% - Over 5 hours/day

	I	O	S	R	M
Standing					X
Walking					X
Sitting	X				
Push/Pull (up to 10 lbs.)				X	
Push/Pull (up to 11-100 lbs.)				X	
Push/Pull (up over 100 lbs.)		X			
Bending at Waist				X	
Twisting Upper Body			X		
Lift (up to 10 lbs.)				X	
Lift (11 - 20 lbs.)				X	
Lift (21 - 50 lbs.)				X	
Lift (over 50 lbs.)				X	
Wrist Twist				X	
Climbing		X			
Balancing		X			
Stooping			X		
Kneeling			X		
Crouching			X		
Crawling		X			
Reaching			X		
Handling/Grasping					X
Fingering					X
Feeling					X
Talking				X	

Hearing				X	
Seeing					X
Depth Perception				X	
Color Vision			X		
Field of Vision					X
Smelling	X				
Driving			X		
Other					

**MOTOR/MENTAL ABILITY DEMANDS ANALYSIS
& REQUIREMENTS**

	I	O	S	R	M
Mathematics				X	
Reading			X		
Writing		X			
Reasoning					X
Problem Solving					X
Attentiveness					X
Work Supervision			X		
Guidance Available			X		
Autonomy			X		
Social Interaction				X	
Time Pressure					X
Other					

ENVIROMENTAL DEMANDS

	I	O	S	R	M
Works with Others				X	
Works Alone			X		
Internal Customer Contact					X
External Customer Contact		X			
Extended Day				X	
Abnormal Heat	X				
Abnormal Cold	X				
Ear Plugs	X				
Confined Area	X				
High Places		X			
Work Indoors					X
Work Outdoors	X				
Rotating Equipment					X
Electrical Exposure				X	
Fumes		X			
Gases	X				
Shift Work					X
Other					