



an AmesburyTruth™ company

BC0055

07/22/2019

Job Title: Maintenance Tech - BILCO - Trumann

Shift: 1st

Department: Maintenance

Location: Trumann

Reports To: Maintenance Supervisor

FLSA Status: Hourly

Position Purpose

- Responsible to perform duties to maintain and repair plant machinery, power tools, and other equipment at all buildings, and company electrical and heating systems, and other building maintenance necessary at the plant.

Essential Duties & Responsibilities

- Check all lights, heat/air conditioning, and aerology systems upon entering the plant each day to assure that they are working satisfactorily. Diagnose any malfunctions and make the necessary repairs in a timely manner.
- Working from drawings, prints or own designs, do all wiring and repair work necessary to maintain the electrical systems.
- Install any new machinery, including all electrical work necessary.
- Trouble shoot and repair any plumbing problems.
- Diagnose problems with power tools or machinery and make the necessary repairs.
- Perform preventive maintenance on a scheduled basis.
- Properly maintain all assigned equipment; meet efficiency and productivity standards set up for the position.

Knowledge / Skills / Abilities

- Knowledge and use of advanced trades mathematics together with the use of complicated drawings, specifications, charts, tables, handbook formulas;
- Be knowledgeable of and perform duties according to applicable ISO 9001 Standard Operating Procedures.
- Ability to use all varieties of precision measuring instruments, NC/NC equipment, personal computer and specific software application programs of a technical nature involving a thorough technical skills knowledge plus the application of basic theory.

Qualifications / Prior Experience

- Equivalent to a completed accredited apprenticeship in a recognized trade, craft or occupation; or equivalent to a 2-year technical college education.
- 2-3 years of experience as Maintenance Tech.

Work Environment / Other Requirements

- Ability to hold and use a variety of hand tools, electrical meters and power tools. necessary to perform work done in the plant.
- Ability to properly and safely lift materials/tools weighing up to 25 pounds, though some heavy lifting of machinery parts or tools is necessary using proper assistance, and move it onto appropriate equipment if necessary.
- Ability to safely climb ladders and/or the superstructure of the building, carrying the necessary tools in a safe manner.
- Ability to move around the shop floor.
- Ability to bend, squat and crawl to work on equipment.

- Follow all plant safety rules and regulations.
- Meet quality control standards.
- Keep work areas clean.
- Meet attendance and punctuality requirements.
- Perform any and all other duties as assigned by Supervisor.