

**Job Title: Maintenance Mechanic**  
**Department: Manufacturing Operations**  
**Reports To: Maintenance Manager**

**Shift: 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup>**  
**Location: Owatonna**  
**FLSA Status: Hourly**

## Position Purpose

- Perform the more complex and responsible duties in the installation, maintenance and repair of company machinery, equipment, facilities, and personnel.

## Essential Duties & Responsibilities

- Diagnose and repair machinery and equipment operating problems and breakdowns as promptly as possible to minimize production downtime.
- Install new machinery, fixtures and necessary plumbing and related hook-ups for the machinery to become fully operational.
- Diagnose, disassemble, repair and rebuild various company equipment and machines. Make or order required parts for service or repair of equipment or machines, using considerable care to prevent damage to the tools or equipment that are being work on.
- Perform a variety of duties related to the maintenance and repair of machinery and equipment as assigned.
- Work with engineering on the design and fabrication of new equipment and machines, as assigned.
- Build machine guards, shields, chutes, trays, racks, tanks, and related attachments to facilitate production or increase safety.
- Respond to chemical spills, fires, and injuries to company employees, providing first responder assistance until the arrival of ambulance, and assist ambulance personnel, if requested.
- Must be knowledgeable in the safety requirements of handling chemicals and/or hazardous waste.
- Perform preventive maintenance on machines and equipment to ensure they are operating correctly and safely.
- Perform other responsible maintenance duties involving carpentry, plumbing, painting, welding, brazing, cutting and hydraulics in repairing or improving plant facilities, machinery or equipment. Perform other duties as assigned
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## Knowledge / Skills / Abilities

- **Skills/Abilities** - Considerable mechanical aptitude, use a variety of hand tools and equipment, basic computer skills, and the ability to work with a wide range of people while working under general supervision. The incumbent must be able to work weekends providing 24-hour security for the facility. This includes on-call rotation for security purposes.
- **Learning Period** - 12 to 18 months is required to learn the basics of this job. Three or more years are necessary to handle all aspects of the job with minimal supervision.
- **Supervision Received** - Under general supervision, only exceptional problems are referred to the supervisor. Assignments are specific, and the incumbent selects from a variety of established procedures to complete tasks.
- **Problem Solving and Decision Making** - Diagnose machine breakdown and proceed with or recommend repairs or parts needed to complete job. Work independently on many projects, determining most efficient manner of proceeding. Errors in judgment may not be detected until they have caused noticeable costs in time or money.
- **Relations with Others** - Works with people from all areas of the company, such as engineering, supervisors, and managers. May participate in small group activities such as task teams, pit crews, safety meetings, and other improvement efforts.

## Qualifications / Prior Experience

- **Experience and Training** - High school graduate or equivalent with one year in an Industrial Maintenance Mechanic vocational program, or one years experience as a maintenance mechanic. The incumbent must have an understanding of hydraulic and pneumatic systems, and be able to read and understand hydraulic and pneumatic prints. Must be able to read mechanical blueprints, weld, braze, and cut with a torch and/or plasma cutter, read precision measuring equipment (internal and external micrometers), precision level, feeler and pin gauges. The incumbent should have the ability to use a lathe and mill. The position holder must have completed or will complete the following list of training: ERT (Emergency Response Training), Confined Space Training, Spill Training, and on-line training for hydraulics, safety, pneumatics, and other programs, as available.
- **Additional preferred qualifications** - Possess own tools and toolbox.

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## Work Environment / Other Requirements

- **Equipment Operated** - A variety of hand tools, welders, plasma cutters, torches, forklifts, power tools, lathes, and mills.
- **Working Conditions and Hazards** - Exposure to the more serious hazards of machine operation. Occasionally exposed to varying degrees of heat and cold, dirt and dust, noise, fumes, poor lighting, odors, confined spaces, humidity and vibrations. Must work with chemicals, such as the Kolene paint stripping and waste system. Use of a full-face respirator and chemical suit are required at times. The use of a heat-resistance suit is also required for entry into the Kolene system for maintenance work. Uniform safety practices consist of safety shoes, safety glasses and other safety devices as required.
- **Physical Effort Required** - Work occasionally requires heavy lifting, pulling and/or pushing. It also requires working from ladders, and in awkward positions. Considerable standing, climbing, bending, lifting, and reaching required.