

# Maintenance Technician I

Park Industries

Apply Online at [www.parkindustries.com](http://www.parkindustries.com)

## JOB SUMMARY:

The Maintenance Technician I will perform routine preventative maintenance and repair on buildings and machines for Park Industries. This person will assist with basic troubleshooting of mechanical equipment and performs a variety of skilled duties in one or more of the trades such as painting, carpentry, minor electrical, HVAC or other crafts for the purpose of maintaining or repairing the building.

## ESSENTIAL DUTIES and RESPONSIBILITIES:

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All duties to be performed according to the established standard and in compliance with all company policies and procedures while maintaining regular, prompt attendance and availability to work outside of the standard shift hours as needed:*

	% of Total Time
<ul style="list-style-type: none"> <li>Complete scheduled preventative maintenance activities on equipment and facilities and documents all repairs and procedures</li> </ul>	35%
<ul style="list-style-type: none"> <li>Troubleshoot and provide emergency/unscheduled repairs of mechanical equipment during production and verify proper operation upon completion</li> </ul>	15%
<ul style="list-style-type: none"> <li>Operational maintenance and safety checks of fork trucks and material handling equipment</li> </ul>	10%
<ul style="list-style-type: none"> <li>Assist with basic HVAC repairs/diagnosis and contact vendor services to maintain and repair the HVAC systems of the building as needed</li> </ul>	10%
<ul style="list-style-type: none"> <li>Perform minor building, construction, HVAC, plumbing, electrical (high and low voltage) and painting repairs</li> </ul>	10%
<ul style="list-style-type: none"> <li>Maintain an inventory and properly care for all equipment and supplies</li> </ul>	10%
<ul style="list-style-type: none"> <li>Performs snow removal and de-icing through use of snow blower and blower</li> </ul>	10%

## OTHER DUTIES (non-essential):

- Provides backup support to the Maintenance Technician II, III, and Supervisor
- Performs other work related duties as assigned

## EDUCATION AND EXPERIENCE QUALIFICATION REQUIREMENTS:

**Education** High school diploma or general education degree (GED)

**Experience** One to three months related experience and/or training or the equivalent of education and experience

### Certifications

- Certified forklift and crane operator, or the ability to obtain certification

## PREFERRED QUALIFICATIONS:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Education/Experience**

- Experience in a manufacturing environment
- Knowledge of power supplies, sources and stored energy, hydraulics, plumbing, pneumatic, electrical and HVAC

### **Computer Skills**

- Knowledge and experience with Microsoft Suite (Word ,Excel, Outlook and PowerPoint), RiteTime and JDE

## **PHYSICAL AND MENTAL DEMANDS:**

*The physical and mental requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.*

### **Language Ability**

- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers or associates of the organization
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, blueprints, and procedure manuals

### **Math Ability**

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals

### **Reasoning Ability**

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form

### **Physical Demands**

- Rarely sitting during scheduled shift
- Occasionally lifting from floor to waist level up to 50 lbs
- Occasionally lifting from waist level to shoulder height up to 50 lbs
- Frequently required to stand, walk, climb or balance
- Frequently required to use hands to finger, handle or feel; reach with hands and arms; talk and hear
- Frequently required to stand, stoop, kneel, crouch or crawl
- Specific vision abilities required include color vision, close vision, distance vision and ability to adjust focus; peripheral vision and depth perception are also required

## **WORKING ENVIRONMENT:**

*The work environment characteristics described here are representative of those an associate encounters while performing the primary functions of this job.*

- Shop/Warehouse environment
- The noise level in the work environment is usually loud

- Occasionally wet or humid conditions; outdoor weather conditions
- Frequently working near moving mechanical parts
- Frequently working around fumes or airborne particles
- Occasionally exposed to toxic or caustic chemicals
- Frequently work with vibration and risk of electrical shock
- Occasionally working up to 40 feet above floor level and on rooftops

## **SAFETY AND ERGONOMIC REQUIREMENTS:**

- Must practice safe work practices at all times and report any unsafe conditions immediately
- Follow all personal dress requirements according to the established dress code and safety requirements
- Attend and participate in all required safety trainings