

**Job Opening**

**Position Title: Maintenance Technician**

**Reports to: Manufacturing Manager**

**GM Quartz:**

* GM Quartz is a small quartz machine and glassblowing shop located in Oakland California for more than 45 years. GM Quartz is a family business that focuses on supplying the semiconductor and other industries with specialty quartz products. We consider our employees to be part of a team and therefore we all strive to produce the highest quality products and services to our customers as well as to our team. Our maintenance department is a critical part of our company and we depend on them to keep the machines running!

**Position Summary:**

* Maintenance technician duties areto ensure that the facilities and equipment are maintained and upgraded when needed in the most effective, efficient and professional way possible. The duty of the technicians is to ensure that the production requirements are met, and that all managers and supervisors are aware of the machine status.

**Key Responsibilities:**

* With a proper maintenance system in place, technician will make sure that the facilities, equipment and machinery are being properly maintained. This system will minimize repairs as much as possible and allow production to know their condition and utilization. Based on this, information, equipment modifications and other requirements would be determined between departmental managers and supervisors based on production requirements. An electronic system called AMMS (Advanced Maintenance Management System) is currently used to monitor and manage this program
* Technician will generate work orders based on preventative maintenance (PM) schedule or from the facilities manager with instructions on what is needed to be performed on various GM Quartz assets. Technicians are to perform the task assigned with professionalism and to work as quickly as possible to bring the asset back to service as soon as professionally possible based on priorities set forth by the Manufacturing manager. Technician will be working with machine operators and area supervisors. It is the job of the technician to communicate clearly what is being performed, how long machine will be down and to debrief the operator once task has been performed and asset is back in service. Technicians are to adhere to all safety procedures as set forth in ISO documentation. Technicians are to ensure that all assets are clearly and properly labeled.
* Technician is to identify and list what supplies are necessary to complete the maintenance or the work order. Mechanics are to perform the instructed task and update AMMS with the disposition of the work order.
* Technicians will perform maintenance according to the schedule in computer program (AMMS) referencing manufacturers manuals as needed.

**Requirements:**

* Good basic computer skills
* Communication skills both written and verbal
* Team worker
* Ability to perform tasks independently as needed
* Confidence to make phone calls or reference manufacturer manuals as needed
* 5 years minimum experience in similar maintenance position at a manufacturing facility
* General knowledge of electrical, plumbing and mechanical systems
* Ability to multitask and shift focus as needed
* Self-starter

Position is full time and permanent

Send resume to deborah@gm-quartz.com