

KNIGHTSBRIDGE PLASTICS, INC. Job Description

Initials: _____

Date: _____

Date:	
Title:	Maintenance Technician Assistant
Reports to:	Maintenance Supervisor and /or Manufacturing Engineering Manager
Purpose of the job:	Assist in maintaining, repairing and troubleshooting/diagnosing molding machines, equipments, and physical structure of establishment. Assist in developing and implementing cost effective and energy saving solutions for machines, equipments and site.

Job Functions and Responsibilities:

◆	Performs routine site maintenance and maintenance of molding machines. Cleans and lubricates shafts, bearings, gears, belts, and other parts of machinery
◆	Repair and trouble shoots machine problems
◆	Electrical and plumbing work as needed
◆	Connects wire to motors, fixtures, and other electrical equipment, replaces switches and fuses, and splices wire meeting all code requirements.
◆	Operates cutting torch and/or welding equipment to cut or join metal parts.
◆	Sets up and operate machine tools such as lathe, grinder, drill, and milling machine to repair or fabricate machine parts, jigs and fixtures, and tools.
◆	Fully understands and applies Lock-out/Tag-out procedures
◆	Learn and use IQMS as it applies to their job
◆	Attend trainings as needed
◆	Work in an effort to promote quality and safety
◆	Ensure highest possible product quality and adherence to ISO and/or other standards.
◆	Assist the Maintenance Technician in all aspect of maintenance work
◆	Act as back for the Maintenance Technician in his/her absence
◆	Overtime as needed on a project by project basis
◆	Other job duties as assigned

- 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.
- All position descriptions must adhere to the attendance standards.
- Performs other duties and/or responsibilities as assigned by management.
- All position descriptions must include physical aspects of the employee's occupation.

Education/Experience:

1. Minimum education and experience required:

- High School graduate or equivalent work experience/general education
- Must have worked at KPI or another plastic injection molding company for at least one year as full time employee and/or Temp
- 1 to 3 year mechanical/technical and maintenance experience.

2. Knowledge, skills and abilities required:

- Speak, read, and write English to be easily understood.
- Must have common sense
- Must be a fast learner
- Ability to read and understand blue prints and instruction manuals as related, using electrical, electronic, pneumatic and hydraulics.
- Ability to interpret/follow a variety of instructions furnished in written, oral, and/or blue print format.
- Requires excellent hand/eye coordination, manual dexterity, good vision and attendance.
- Knowledge of injection molding a plus.
- Electrical and plumbing knowledge.
- Automotive knowledge helpful.
- Ability to use hand and power tools.
- Must have high mechanical aptitude.
- Must be able to lift up to 50lbs.
- Forklift certified or have the ability to become forklift certified.

Please sign below in acknowledgement, receipt of a copy, and acceptance of this position description:

Print Full Name

Signature

Date

KNIGHTSBRIDGE PLASTICS, INC.

Physical Requirements/Working Conditions/Protective Equipment

Job Title: Maintenance Technician Assistant	Department: Maintenance
Name:	Circle One: New Hire / Transfer / Temp to Hire

Physical Demands

Activity (Hours per day)	Never 0 hours 0 %	Occasionally Up to 3 hours 1%~37%	Frequently 3-6 hours 38%~75%	Constantly 6-8+ hrs 76%~100%
Sitting		X		
Walking			X	
Standing			X	
Bending (neck)		X		
Bending (waist)		X		
Squatting		X		
Climbing Up or Going Down		X		
Kneeling		X		
Crawling		X		
Twisting/Turning (neck)		X		
Twisting/Turning (waist)		X		

Repetitive Motion Actions

Activity (Hours per day)	Never 0 hours	Occasionally Up to 3 hours	Frequently 3-6 hours	Constantly 6-8+ hrs
Hand Use: Dominant hand Right () Left ()			X	
Is repetitive use of hands required?				X
Repetitive use of hands for keyboard/data entry?		X		
Simple grasping/holding (right hand)			X	
Simple grasping/holding (left hand)			X	
Power grasping/holding (right hand)		X		
Power grasping/holding (left hand)		X		
Fine Manipulation (right hand)			X	
Fine Manipulation (left hand)			X	
Pushing & Pulling (right hand)		X		
Pushing & Pulling (left hand)		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)			X	

Lifting

Lbs	Never 0 hrs	Occasionally Up to 3 hrs	Frequently 3-6 hrs	Constantly 6-8+ hrs	Height
0-10		X			
11-15		X			
16-25		X			
26-50		X			
51-75		X			
76-100	X				
100+	X				

Pushing/Pulling/Carrying

Never 0 hrs	Occasionally Up to 3 hrs	Frequently 3-6 hrs	Constantly 6-8+ hrs	Height
	X			
	X			
	X			
	X			
	X			
	X			
	X			
	X			

Hearing – The typical noise level for the work environment is:

Check if applicable

Very Quiet () Quiet () Moderate Noise (X) Loud Noise () Very Loud Noise ()

Ability to hear telephone conversations	X
Ability to hear alarms on equipment	X
Ability to hear instructions from staff?	X

Exposure/Equipment/Machinery

Does the job require:	Yes	No
Working with bio-hazards?		X
Wear safety glasses and earplugs?	X	
Working in confined spaces?		X
Exposure to chemicals, fumes, dust, or gas?	X	
Working around equipment and machinery?	X	
Use of <i>special</i> visual or auditory protective equipment?		X
Driving cars, trucks, forklifts, and other equipment?	X	
Working at heights?		X
Walking on uneven ground?		X
Exposure to excessive noise?		X
Exposure to extreme in temperature, humidity or wetness?		X
Operation of foot controls or repetitive foot movement?		X
Risk of electrical shock?	X	
Risk of radiation?		X
Risk of vibration?		X
A sense of touch?	X	

Vision Requirements

	Yes/No
Close Vision (clear vision at 20 inches or less)	Y
Distance Vision (clear vision at 20 feet or more)	N
Color Vision (ability to identify and distinguish colors)	N
Depth Perception (three-dimensional vision; ability to judge distances and spatial relationships)	Y
Ability to adjust focus (ability to adjust eye to bring an object into sharp focus)	Y
No special vision requirements	
Specific demands not listed:	

Verification of Position Description Review

1. Are there any conditions noted in the Position Description that preclude you from performing the essential duties of this job? Yes No
2. Do you require any accommodations to perform the essential duties of this job? Yes No
3. Are there any obstacles that will hinder or prevent you from performing this job? Yes No
4. Do you require any modifications or enhancements to the workspace to perform this job? Yes No

Please sign below in acknowledgement, receipt of a copy, and acceptance of this position's physical requirements/working conditions/protective equipment:

Print Full Name

Signature

Date