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| **FLSA Status:** Non-Exempt | **Reports To:**Facility Technical Manager |
| **Work Schedule:**Varies | **Date Approved:** March 01, 2016 |
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**POSITION SUMMARY:**

Assists in the completion of scheduled and unscheduled maintenance and repair of conveyor systems

**POSITION DESCRIPTION:**

* Assists in the maintenance and troubleshooting of all conveyor systems, electrical and mechanical
* Responsible for completing all training plans for service technicians
* Responsible for following all Preventive Maintenance programs
* Ability to assist in the installation, maintenance and troubleshooting of control components – photo eyes, motor starters, relays, limit switches, proximity sensors, timers, solenoids, Servo drives, frequency inverters, linear drives, tachometers. and encoders.
* Develop and maintain a good working relationship across all levels in the organization.
* Completes all safety training as assigned by the Company.
* Compliance with all ELS safety programs, policies and procedures.
* Perform additional duties/assignments that may be required by management from time to time.

**BASIC REQUIREMENTS:**

* High School Graduate or General Education Degree (GED)
* Ability to work all days and shifts, including overtime (24 hours a day, 7 days a week operation, including holidays)
* Experience and proficiency in the following areas:
  + Automated conveyor systems and controls
  + Knowledge of CMMS programs
  + Preventative maintenance procedures
  + Industrial Electronics

**PREFERRED QUALIFICATIONS:**

* Degree from a vocational school or college with a focus in the Mechanical or Electrical Field
* 1 year apprenticeship or equivalent experience in the Mechanical or Electrical field
* Ability to work independently
* Ability to communicate effectively (written and verbally) with peers, management, contractors and vendors
* Must be highly self-motivated and customer-centric

**ADDITIONAL SKILLS AND KNOWLEDGE:**

* Ability to accept responsibility and account for his/her actions.
* Ability to use thinking and reasoning to solve a problem.
* Ability to take care of customer needs while following company procedures.
* Ability to demonstrate conduct conforming to a set of values and accepted standards.
* Ability to focus on a goal and obtain a pre-determined result.
* Ability to formulate a sound decision using the available information.
* Ability to effectively build relationships with customers and co-workers.
* Possess the trait of being organized or following a systematic method of performing a task
* Ability to work with people regardless of race, gender, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, veteran status, medical condition or job type.
* Ability to get along well with a variety of personalities and individuals.
* Ability to obtain the proper resources to complete job assignment.
* Ability to identify and correct conditions that affect employee safety.
* Ability to be truthful and be seen as credible in the workplace.
* Ability to communicate clearly and concisely, both orally and written.
* Ability to work under pressure with time constraints.
* Ability to complete assigned training in a timely manner.

**Computer Skills:** Basic computer knowledge, at an intermediate level in working with Microsoft Windows to include: Outlook, Word, and Excel.

**Other Requirements:**

* Must be able to read, write, speak and understand English.
* Must be able to comply with the ELS Drug and Alcohol policy.
* Must be committed to working safely while accomplishing all tasks and promoting a safe work environment at all times.

**PHYSICAL DEMANDS:** The physical demands of this position vary by day and are not based solely on a single workday.

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| **Physical Demands** | **Lift/Carry** |
| |  |  |  | | --- | --- | --- | | Stand | F (Frequently) |  | | Walk | F (Frequently) |  | | Sit | O (Occasionally) |  | | Handling / Fingering | F (Frequently) |  | | Reach Outward | F (Frequently) |  | | Reach Above Shoulder | F (Frequently) |  | | Climb/Balance | F (Frequently) |  | | Crawl | F (Frequently) |  | | Squat or Stoop | F (Frequently) |  | | Bend or Kneel  Drive | F (Frequently)  O (Occasionally) |  | | |  |  |  | | --- | --- | --- | | 10 lbs or less | F (Frequently) |  | | 11-20 lbs | F (Frequently) |  | | 21-50 lbs | O (Occasionally) |  | | 51+ lbs | O (Occasionally) |  | |  |  |  | |
| **Push/Pull** |
| |  |  | | --- | --- | | 10 lbs or less | F (Frequently) | | 11-20 lbs | F (Frequently) | | 21-50 lbs | O (Occasionally) | | 51+ lbs | I (Infrequently) | |

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| **N (Not Applicable)** | Activity is not applicable to this occupation. |
| **I (Infrequently)**  **O (Occasionally)** | Occupation requires this activity less than 5% of the time  Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| **F (Frequently)** | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| **C (Constantly)** | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |
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**Other Physical Requirements:** Vision (Near, Distance), Hearing

**WORK ENVIRONMENT**

Works in a warehouse that contains moving equipment and machinery

**ELS STATEMENT:**

Elite Line Services (ELS) is an Affirmative Action/Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to their race, gender, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, veteran status or medical condition.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, abilities and physical demands. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate. By signing below, I acknowledge and affirm that I have read, understand and discussed any problems that I may have fulfilling the duties outlined in the above job description with the Manager of Human Resources.

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_