Industrial Maintenance Mechanic (MSRE)

OVERALL FUNCTION:

Reporting to Engineering/Production Equipment Manager the primary role of the Industrial Maintenance Mechanic is to keep production areas clean and organized, carry out accurate, efficient production line changeovers as well as perform preventative equipment maintenance/validation, trouble-shooting, repairs, to ensure maximum production equipment availability/up time. This is a full-time, non-exempt position.

ESSENTIAL RESPONSIBILITIES: The duties for this position include but are not limited to the following:

* Keep production areas, equipment, tooling etc. clean, organized and in safe working condition.
* Ensures operation of machinery and mechanical equipment by completing preventive maintenance requirements on pumps, valves, cylinders, fluid-handling equipment, electro-mechanical sensors, electrical motors, pneumatic tools, conveyor systems, and production machines; following diagrams, sketches, operations manuals, manufacturer's instructions, and engineering specifications; troubleshooting malfunctions.
* Locates sources of problems by observing equipment in operation; listening for problems; using precision mechanical/electrical measuring and testing instruments.
* Removes defective parts by dis-assembling equipment; using fork/man lift, hand and power tools.
* Determines changes in dimensional requirements of parts by inspecting used parts; using rules, calipers, micrometers, and other measuring instruments.
* Adjusts functional parts of devices and control instruments by using hand tools, straightedges, and electrical measurement tools.
* Controls downtime by informing production workers of routine preventive maintenance techniques and monitoring compliance.
* Fabricates repair parts by using machine shop equipment and instrumentation.
* Maintains equipment, parts, and supplies inventories by checking stock to determine inventory level; anticipating needed equipment, parts, and supplies; placing and expediting orders; verifying receipt.
* Conserves maintenance resources by using equipment and supplies as needed to accomplish job results.
* Provides mechanical maintenance information by answering questions and requests.
* Prepares mechanical maintenance reports by collecting, analyzing, and summarizing information and trends.
* Maintains technical knowledge by attending educational workshops; reviewing technical publications; establishing personal networks.
* Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
* Maintains safe and clean working environment by complying with procedures, rules, and regulations.
* Contributes to team effort by accomplishing related tasks as needed.
* Work overtime on an as needed basis.
* Scheduled work days and hours may be altered depending on job demands.
* Able to perform in a fast paced and team-oriented environment.
* Ability to adapt to a dynamic work environment.

REQUIRED SKILLS, AND EXPERIENCE

* Must have working knowledge of Manufacturing equipment, plant machinery, Programmable Logic Controller (PLC's), complex Mechanical and Electrical systems.
* Computer hardware and software knowledge.
* GMP'S Safety knowledge.
* Welding/Brazing/Soldering
* Pneumatic systems.
* Hydraulic system.
* Air/Water/Fluid Plumbing.
* Basic Refrigeration knowledge.
* Fabrication using Machine shop and hand tools.
* Ability to perform complex Electro-Mechanical dis-assembly, re-assembly.
* Strong communication and organizational skills.

QUALIFICATIONS

* High school diploma or equivalent preferred.
* 3-7 years of industrial maintenance experience or electro-mechanical repair experience.
* Exceptional machinery troubleshooting, root cause, and corrective action determination.
* Mechanical/Electrical aptitude and ability.
* Knowledge of Lean manufacturing 5S is a plus.

Position Justification:

As defined in the Job description this position requires a person with a multitude of talents in many different areas. In essence the job description documents a majority of Michael’s job requirements/skills that he has developed and practiced during his career. In 2017 Michael supported 55 URGENT Line Down requests. There were a total of 268 requests submitted, 241 requests were closed. There are currently 58 open requests of which there are 11 URGENT Line Down requests dating back to 12/14/16. 135 requests have been submitted in 2018, 113 requests have been closed. Michael has intervened on 25 Facilities requests when they either do not have the skills/expertise or staff are not available to address requests in a timely manner.

I believe what is best for Meyer Sound is to recognize the risks to the business that could occur if line down situations are not addressed in a more proactive, predictive equipment maintenance program. To work towards this goal we need to provide appropriate level of staffing that will enable this program to grow. Adding a position to support Michael is a step in the right direction.

Please also note that this add to staff is requiring a promotion for Michael to Engineering/Production Equipment Manager. A review to determine a competitive pay scale/compensation package for both positions is being requested.