

Position Description

Facility Maintenance Mechanic

Date: September-2024

Classification: Non-Exempt

Reports To: Manufacturing Manager

Position Purpose: Perform work involving the skills of maintenance or craft occupations to keep machines, plant equipment, or the facility in working order or repair. Apply both demand and preventive maintenance activities and priorities. Duties may involve pipe fitting, insulating, welding, machining, carpentry, repairing electrical or mechanical equipment, and installing or aligning new equipment.

Organization Relationships: This position reports to the Manufacturing Manager and will interact on a regular basis with other machinist and management. This position works cooperatively with other organization staff.

Principal Accountabilities/Essential Functions:

Level I

- Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches
- Perform routine preventive maintenance to ensure that machines continue to run smoothly.
- Inspect drives, motors, and belts, check fluid levels, replace filters, or perform other maintenance actions, following checklists
- Clean or lubricate shafts, bearings, gears, or other parts of machinery
- Repair or replace defective equipment parts, using hand tools and power tools, and reassemble equipment
- Dismantle devices to access and remove defective parts, using hoists, cranes, hand tools, and power tools
- Must be certified to operate a fork lift

Level II – All aspects of Level I and the following:

- Plan and lay out repair work, using diagrams, drawings, blueprints, maintenance manuals, or schematic diagrams
- Align and level new equipment after installation
- Inspect, operate, or test machinery or equipment to diagnose machine malfunctions
- Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, or parts catalogs, as necessary
- Apply training and take ownership of the proper disposal of hazardous waste and attend training sessions as directed
- Train other maintenance employees
- Assemble and install pipe systems, plumbing, machinery, or equipment
- Contact and schedule service work with outside technical support or service providers

Level III – All aspects of Level I, II and the following:

- Set up and operate machine tools to repair or fabricate machine parts or tools
- Maintain and repair specialized equipment and machinery found in factories

Continental Hydraulics Inc. / Hydreco Inc. 4895 12th Avenue East, Shakopee, MN 55379

952.999.9346 • michaeld@conthyd.com

www.continentalhydraulics.com • www.hydreco.com

- Inspect used parts to determine changes in dimensional requirements, using rules, calipers, micrometers, or other measuring instruments
- Apply pneumatic, hydraulic, welding, electrical, fabrication, and advanced troubleshooting.
- Establish partnerships with outside technical service providers in support of plant maintenance and preventive maintenance
- Establish and carry out an effective implementation of inventory plan for machine and equipment spare parts

OTHER – ALL LEVELS:

- Hazardous Waste Management / Recycling
- Scrap and Chip Management
- General (light) Building Maintenance
- Attendance is an essential function of this position
- Performing all other duties as assigned

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.

- Valid Driver's License
- Ability to be certified to drive a Fork Lift

Education and Experience:

- High School diploma
- Preference given to candidates with Associate of Arts or Technical degree
- Minimum of three years prior machine experience
- Advanced working knowledge of CNC and Manual machining components and operations

Language Skills:

- Clear and concise written, verbal and interpersonal communication skills that produce desired results.
- Ability to effectively present information and respond to questions from internal and external customers which includes program staff, managers, clients, regulatory agencies and vendors
- Capable of reading and interpreting information, such as reports, general correspondence, and the ability to share with others as needed
- Ability to use personal computer and standard business and other work-related software with minimal instruction

Mathematical Ability:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions and decimals
- Review program specifications to determine issue

Mental Essential Functions and Reasoning Ability

- Proven active listening, decision-making and customer service abilities
- Decision-making abilities
- Ability to work and prioritize independently with the capacity to collaborate with others

Continental Hydraulics Inc. / Hydreco Inc. 4895 12th Avenue East, Shakopee, MN 55379

952.999.9346 • michaeld@conthyd.com

www.continentalhydraulics.com • www.hydreco.com



a member of **DAIKIN** group



a member of **DAIKIN** group

- Strong time and organizational abilities with the ability to seek assistance in a professional manner
- Manage multiple projects simultaneously with minimal supervision while maintaining attention to detail
- Capable of demonstrating an understanding of and being sensitive to serving a culturally diverse population
- Demonstrated ability to learn and apply newly acquired skills, knowledge and feedback
- Ability to maintain confidentiality and comply with professional ethics and standards

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing these duties the person is regularly required to walk, stand, sit, bend, climb stairs, kneel, or crouch and successfully demonstrate the ability to write and use a computer, operate electronic devices and operate a variety of hand and power tools
- Employees in this position may need to regularly lift at least 10 lbs. and up to 50 pounds occasionally and may need to exert themselves while performing the above-mentioned duties
- Perform a variety of physical labor including climbing ladders, bending, kneeling, reaching and standing for long periods of time. Also includes being able to lift boxes, tools, equipment and materials
- Must be able to wear the mandatory PPE
- Ability to work in a manufacturing environment. Can be hot in the summer and cold in the winter
- Reasonable accommodations will be made as needed to assure staff is safe. Assistance will be provided if employee is unable to complete a task

I acknowledge that I have received a copy of the above position description and have reviewed and understood it.

Staff Signature

Date

Staff Printed Name

Date

Supervisor Signature

Date

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 and abilities. 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.

Continental Hydraulics Inc. / Hydreco Inc. 4895 12th Avenue East, Shakopee, MN 55379

952.999.9346 • michaeld@conthyd.com

www.continentalhydraulics.com • www.hydreco.com