



JOB DESCRIPTION
Team Member-Maintenance

Department: Maintenance
FLSA Status: Non-Exempt

Job Status: Full-Time
Reports to: Team Leader

Date: November 30, 2008

POSITION SUMMARY

Conducts, maintains, tests and repairs electrical/electronic, mechanical, hydraulic and pneumatic systems and components. Applies knowledge of electrical/electronics and mechanical principles in determining equipment malfunctions and applies skills in restoring equipment to operation. Provides skilled mechanical and electrical/electronic support to all areas of Manufacturing.

ESSENTIAL DUTIES and RESPONSIBILITIES

- Troubleshoots and repairs mechanical, hydraulic, pneumatic and electrical/electronic equipment including but not limited to programmable controls, numeral controls, power supplies, drives, gages and test equipment.
- Plans and performs work requiring a thorough knowledge of electrical/electronic and mechanical theories and principles, writing specifications, local and national electrical codes, properties of various materials, and principles of operation and application of electronic equipment.
- Installs, starts up and shuts down equipment in accordance with company safety procedures for machine activation and shutdown and in line with OSHA requirements.
- Advises operators and line mechanics of operation procedures and requirements for working safely with electrical/electronic and mechanical equipment and components.
- Informs appropriate management and line mechanics of potential electrical/mechanical problems and inherent dangers involved.
- Maintains company-required performance and maintenance records for identified equipment.
- Performs preventive maintenance functions as directed.
- Assists maintenance personnel with technical troubleshooting.
- Assists and trains other maintenance and/or other technical level employees.
- Performs other duties as required.
- Keen vision and mental alertness is required.
- Must be able to safely operate motorized equipment.
- Must be able to coordinate multiple tasks in a fast-paced environment.
- Must perform preventative maintenance and routine machine checks.
- Receptive to training and performing functions in multiple areas.
- Participate in a teamwork atmosphere and contribute to various continuous improvement projects and processes.
- Ability to use thinking and reasoning skills to solve a problem.
- Recognize and define problems, collect data, and develop conclusions.
- Calculate figures and amounts using whole numbers and decimals.
- Must possess knowledge of basic machining and have ability to apply concepts.
- Ability to read and follow work instructions, procedures and policies.
- Receptive to training and performing functions in multiple areas.
- Maintain a clean, organized and safe work environment; responsible for proper waste disposal.
- Must posses the ability to perform at required production standards.
- Must be able to successfully function within a team environment and be able to adapt to change.
- Communicate effectively with others using both oral and written communication skills.
- Performs other duties as required.

POSITION QUALIFICATIONS

- 3-5 years of proven experience in the electrical/electronics, mechanical, hydraulic and pneumatic fields are required and the ability to demonstrate high proficiency in these areas.
- Experience and ability to work in a fast-paced manufacturing environment.
- A thorough knowledge of electrical/ electronic components and equipment including the use of special instruments for diagnostic purposes.

- Must be able to work well with all levels of personnel whether individually or in a team environment, and especially must be able to interface and communicate with line operators in order to assist with repairs and troubleshooting.
- Willing to work any shift and overtime as required.
- Computer experience/operation and PLC programming are necessary.
- High degree of precision working with minimum tolerances required.
- Ability to climb in overhead structures, to work beneath machines and in close quarters performing analysis and repair work.
- Must be highly safety conscious.
- Exposed to high voltage electricity.
- Ambition - The drive to achieve personal advancement.
- Autonomy - Ability to work independently with minimal supervision.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Resilient - Ability to recover from, or adjust to, misfortune or setbacks.
- Self Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

EDUCATION

High school diploma or its equivalent required. Two-year technical degree or accredited apprenticeship program or the equivalent in a technical field is required.

EXPERIENCE

3-5 years of proven experience in the electrical/electronics, mechanical, hydraulic and pneumatic fields are required. Experience in high volume manufacturing in the automotive industry preferred.

COMPUTER SKILLS

Computer experience/operation and PLC programming are necessary.

CERTIFICATES & LICENSES

Certificates or diplomas from an accredited college or skill center in machining or machine tool manufacturing highly desired.

OTHER REQUIREMENTS

Solid work history and willingness to successfully function in a team environment.

WORK ENVIRONMENT

This position is required to work in manufacturing environment facility. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles; extreme heat (non-weather) and vibration. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS – See Physical Demands Description

OTICS USA, Inc. has reviewed this job description to ensure that essential functions and basic duties have been included. 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.