

**Joining Technologies, Inc.**  
**Job Description**

**Job Title:** Maintenance Technician

**Division:** Plant Maintenance

**Reports To:** Facility Maintenance Manager

**Summary:** Responsible for the repairs and maintenance of machines and facilities including the interior and exterior of the building. Performs preventive maintenance on a scheduled basis and maintains systematic approach to preventative maintenance. Performs build outs, carpentry, electrical, plumbing, painting, and general facility cleaning and maintenance as necessary. Sets up new equipment and relocate existing equipment systems as necessary by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Oversees equipment cooling, and compressed air.\*
2. Maintains accurate and punctual documentation procedure for routine start-up and shut down operations within all departments system.\*
3. Responsible for the equipment schematics and manuals including equipment operation manuals and related safety issues.\*
4. Shares responsibility for the preparation and installation of new and used equipment.\*
5. Assist in overhauls and yearly maintenance of machines.
6. Assists in moving machines throughout the shop.\*
7. Responsible for daily, weekly, and monthly checks of systems as required by standard operating procedures.\*
8. Shares responsibility for lock out tag out of electrical repairs.
9. Provides emergency services for all equipment and maintenance.\*
10. Responsible for general cleaning and maintenance of facilities laboratories, floors, and trash.

**Qualifications:**

\*Essential Function

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.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of word processing software, spreadsheet software, internet software, and contact management systems.

**Education/Experience:**

High school diploma or general education degree (GED); and four to six years related experience and/or training; or equivalent combination of education and experience.

**Specialized Training:**

- Knowledge of mechanical drawing
- Ability to read blue prints
- Knowledge of building codes
- Oral and written communication skills
- Interpersonal skills
- Knowledge of plumbing cooling lines and air lines

**Certificates and Licenses:**

Valid driver's license

**Equipment:**

- Fork lift
- Band saws
- Bridgeport
- Lathe
- Table saws
- Overhead cranes

\*Essential Function

- Scissors lift
- Power tools
- Drills
- Skill saws
- Sawzall
- Chop box
- Portable welder

**Knowledge, Skills and Other Abilities:**

- Oral and written communication skills
- Organization skills
- Planning skills
- Professionalism
- Project management skills
- Presentation skills
- Reading skills
- Time management skills
- Negotiation skills
- Math aptitude
- Customer relations skills
- Technical communication skills

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and use hands. The employee is frequently required to walk, reach with hands and arms, and talk or hear. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to risk of electrical shock and risk of radiation. The employee is frequently exposed to work near moving mechanical parts. The employee is occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and vibration.

The noise level in the work environment is usually moderate.