



**JOB DESCRIPTION
MAINTENANCE & PRODUCTION TECHNICIAN**

May 2021

Job Title: Maintenance & Production Technician
Reports to: CEO – General Manager
Hours: Full Time - 5 days per week 7:00 am – 4:00 pm (occasional Saturday hours)
(Days, hours and times may vary depending on location needs)

Job Summary: Technician performs repairs and maintenance on recycling equipment, and medium duty trucks to maximize safe and productive operations in Madison and Columbus.

Duties Include (but are not limited to)

Develops and maintains service, maintenance, and repair records, stock and replacement part inventory
Diagnoses equipment mechanical problems.
Performs repairs and routine maintenance on recycling equipment, hydraulic systems, electrical systems, balers, granulators, and conveyor systems, medium duty trucks, HVAC, and miscellaneous equipment.
Communicates with supervisor and/or equipment operators for clarification of problems and discusses preventive techniques with equipment users to minimize future repairs.
Perform preventative maintenance according to standard schedules.
Install and setting up new equipment and communicate with vendors regarding maintenance schedules.
Maintains a clean, safe work area in compliance with Corporate / OSHA Standards. Performs all work in accordance with established safety policies and procedures, and wearing required PPE.
Performs other job-related duties as assigned or apparent.
Assists at Recycling Events as needed.

Skills Needed:

Proficient in welding and fabrication and the ability to read electrical and mechanical drawings.
Knowledge of single and three phase electrical systems and electrical control systems.
Knowledge of hydraulic systems and pneumatic systems, including air compressors.
Safely operates tools and equipment needed during the repair and servicing of equipment
Ability to quickly learn about our recycling services and products
Proficient computer knowledge and skills in the use of Microsoft Word, Excel, and other software
Good organizational abilities and safety awareness.
Self-starter, aggressive work ethic and ability to work with minimal supervision.

Experience Preferred:

Welding and/or fabrication skills and/or experience.
Mechanical or trade school certificate.
Certificate in electronic diagnostics.

Requirements:

High school diploma or G.E.D.
Minimum of 1 year of equipment maintenance and repair experience
Valid drivers license and transportation
Dependable and punctual attendance
Maintains a positive work atmosphere by performing and communicating in a manner that promotes good relationships with co-workers, and management.

I have received and understand this job description.

Date

Signature