



N.E.W. PLASTICS CORP

Job Title: Mechanic, Maintenance
Department: Maintenance
Reports To: Maintenance Leader
FLSA Status: Non-exempt, Full Time
Updated: August 2013

Primary Purpose

Team members in this role will be expected to contribute to maintaining a high quality work environment at N.E.W. Plastics Corp. This position supports the Food Safety and Quality Management Systems by following the work rules outlined in the Team member Handbook, working cooperatively and effectively with others in the organization, sharing information to enable others to do their jobs, and displaying good customer service to our internal and external customers consistent with our values.

Responsible for the safe, proper installation, set-up and maintenance of production machines & equipment that support production demands. This includes performing electrical and mechanical repairs, fabrications, and installation of equipment. Completes assigned duties in a timely manner to support and improve the manufacturing process. This position will work in all business units of the company.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

1. Responsible for installing, repairing and maintaining the operational readiness of industrial production and processing machinery and equipment.
2. Evaluates parts for defects (i.e. breakage and excessive wear) repairs and replaces broken, defective, or malfunctioning components of machinery and equipment.
3. Responsible for analyzing test results, machine error messages, and information obtained from operators in order to diagnose equipment problems.
4. Maintains knowledge of the safe and proper start-up, shut-down and operation of all process, production, support and auxiliary equipment up to achieving acceptable production rates and product specifications as established by leadership.
5. Assist / perform setups and changeovers of production equipment based on established standards to the point that acceptable product is obtained at the direction of leadership.
6. Responsible for reassembling equipment after completion of repairs, including the inspection, and testing of repairs following all safety protocols. Operate newly repaired machinery and equipment to verify the adequacy of repairs.
7. Responsible for testing the operations of machinery and equipment in order to diagnose malfunctions, using voltmeters and other testing devices.
8. Performs routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, and the physical condition of buildings does not deteriorate.
9. Cuts and welds metal to repair broken metal parts, fabricate new parts, and assemble new equipment.
10. Aligns, cleans, lubricates, and adjust parts, equipment, and machinery.
11. Utilizes blueprints, manufacturers' manuals and process guides to determine correct installation and operation of machinery.
12. Responsible for the installation of new equipment, including equipment and process modifications in an acceptable manner as assigned.
13. Supports other production team members by performing maintenance on machines in a timely manner.
14. Responsible for contributing to ways that continually improve the overall plant operations.
15. Work with all other departments in a way that promotes teamwork, safety and GMP policies and procedures throughout the organization to achieve company goals.
16. Perform duties assigned by the Maintenance Leader in an acceptable manner.
17. Fills out necessary paperwork completely and on a timely basis.

Decisions Making: Decisions that this role is solely responsible for and only checked periodically.

1. Routine fix or repair decisions
2. Best solution repair/fabrication decisions
3. Needs to be able to prioritize assignments to best support production.

Personal Characteristics: The behaviors and traits of the person that leverage the skills and abilities.

1. Willing to ask questions
2. Can figure out “peel away” to get to information
3. Structured thinking
4. Able to work with minimal supervision.
5. Self motivated.

Qualification/Requirements: 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.

1. High school diploma or GED with over 5 years related experience in a machine shop/manufacturing environment, preferably in the plastics industry preferred.
2. Ability to manage and complete multiple tasks.
3. Ability to speak clearly and concisely, in a friendly and professional manner, both in person and over the paging system. Ability to identify problems and draw valid conclusions.
4. Ability to interpret a variety of instructions furnished in written, picture, oral, diagram or schedule form. Ability to identify problems, root causes and proper solutions in the manufacturing process.
5. Ability to apply concepts such as basic mathematics (addition, subtraction, multiplication, and division), fractions, percentages, ratios, and proportions to practical situations (Convert measuring units from standard to metric and vice versa.)
6. Ability to read and prepare routine reports and interpret various documents and correspondence.
7. Computer experience with the Internet, Microsoft Windows 98 software or higher, Microsoft Word and Microsoft Excel and e-mail (Microsoft Internet Explorer and Microsoft Outlook).
8. Metal working, mechanical, basic machinist and trouble shooting skills.
9. Experience in hydraulic, pneumatic, and electrical skills preferred.

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.

NEVER (0%)	RARELY (1-5%)	OCCASIONALLY (5-33%)	FREQUENTLY (34-66%)	CONSTANTLY (67-100%)
FREQUENCY		LEVELS		DISTANCE
<u>Lifting/Carrying:</u> Under 10 lbs 10-20 lbs 21-50 lbs 51-100 lbs over 100 lbs	Frequently Occasionally Occasionally Rarely Never	Varying Levels-Overhead to Floor Varying Levels-Overhead to Floor Varying Levels-Overhead to Floor Varying Levels-Shoulder to Floor		Up to 10 ft. Up to 10 ft. Up to 10 ft. Up to 10 ft.
<u>Reaching:</u>	Frequently	To operate computer keyboard, reach for manuals, etc.		Arm's length to overhead
<u>Sitting:</u>	Rarely	N/A		N/A
<u>Standing:</u>	Constantly	N/A		N/A
<u>Walking:</u>	Occasionally	May climb stairs at times.		Within department
<u>Driving:</u>	Rarely	N/A		N/A
<u>Bending:</u>	Frequently	N/A		To foot level, up to shelves.
<u>Kneeling:</u>	Occasionally	N/A		N/A
<u>Crouching:</u>	Frequently	N/A		Foot level to shelve.
<u>Squatting:</u>				
<u>Twisting: (Torso)</u>	Frequently	N/A		Reaching objects
<u>Climbing:</u>	Occasionally	N/A		Climbing stairs
<u>Pushing/Pulling:</u> Under 10 lbs 10-20 lbs 21-50 lbs 51-75 lbs 76-100 lbs	Constantly Frequently Rarely Rarely Rarely	N/A N/A N/A N/A N/A		Arms distance Arms distance Arms distance Arms distance Arms distance
<u>Extremity Movements:</u>	Frequency	R=Right / L=Left / B= Both		Yes or No
Dominant Hand:	Frequently	R or L		Yes
Both hands:	Constantly	B		Yes
Both feet:	Occasionally	B		Yes
General Sight Requirements:	Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.			
Binocular:	Not applicable.			
Field of Vision:	Not applicable.			
Color Discrimination:	Yes but not perfect			
HEARING:	Must be able to hear changes in machine.			
SPEECH AND LANGUAGE:				
<ul style="list-style-type: none"> • Visual comprehension (understanding/processing written word and visual observations) • Perform written communication through e-mail or other computer based methods. • Communication with co-workers, leaders and the public face-to-face, electronically and telephonically. 				
ENVIRONMENT:				
Work Hours:	Up to 40 hours per week with overtime by assignment			
Inside:	95% within a manufacturing environment			
Outside:	5%			
Extreme Cold / Heat:	No / Yes			
Noise:	The work environment is well lit and the noise level can be high			
Hazards:	Numerous including moving machinery, knives and hot flames			
Tools used:	Mechanical and power tools used for adjusting equipment and shop equipment for fabrication and repair			
Safety equipment :	Safety glasses, ear plugs, arm protectors, gloves and steel toe shoes			