**JOB DESCRIPTION REPORT**

**Department:** Maintenance

**Job Title:** Industrial Maintenance Mechanic

**Job Classification:** Medium

**Hours Required:** 8 Hours with occasional mandatory overtime. First Shift 7:00am-3:30pm, Monday-Friday. Second Shift 3:00pm-11:30pm, Monday-Friday. Third Shift 11:00pm-7:30am Sunday night-Friday morning

**Breaks/Lunch:** 30 min. unpaid lunch.

**Educational Requirements:** High School Diploma or GED, Technical 2-year degree or a minimum of 1 year of verifiable industrial work.

**Experience:** None Needed. On the job training provided with the above education. Preferred 2 years of industrial electrical, mechanical or HVAC work.

**Brief Job Description:** The work will include maintaining, troubleshooting and repairing production and facilities equipment.

**Dress Code:** Uniforms will be provided and are required to be worn. PPE materials and gear will be provided as needed per task. Adherence to PPE will be mandatory.

**Essential Job Tasks:**

* Work on Phase 3 electrical equipment with 480VAC, 240VAC, 110VAC and low voltage DC electrical components.
* PLC controlled equipment.
* Mechanical work will be on pneumatic, some hydraulics and multiple chain drives and gearboxes.
* Other duties as assigned by Manager.

**PHYSICAL REQUIREMENTS**

Indicate the physical requirement/lifting parameters of this position. Please use the table below to determine the frequency of lifting

|  |  |
| --- | --- |
| Never | 0 Hours |
| Rarely | Up to 1.0 hour or 10% of workday |
| Occasionally | 1.0 – 2.5 – 33% of workday |
| Frequently | 2.5 – 5.5 hours or 66% of workday |
| Constantly | 5.5+ hours or 67% to 100% of workday |

**Comments:** The weight of the objects vary depending upon the size. Other employee are available to help lift if needed.

|  |  |
| --- | --- |
| **Level of Physical Requirement** | **Frequency (Using table above)** |
| **Sedentary (Up to 10 lbs.)** | **Lifting up to 10 lbs. occasionally** |
| Light (20 lbs. occasionally, frequently 10 lbs.) | 20 lbs. occasionally, frequently 10 lbs. |
| Medium (50 lbs. occasionally, 25 lbs. frequently) | 50 lbs. occasionally, frequently 25 lbs. |
| Heavy (100 lbs. occasionally, and 50 lbs. frequently) | 100 lbs. occasionally, frequently 50 lbs. |
| Very Heavy (Up to 100 lbs. occasionally, and over 50 lbs. frequently) | Up to 100 lbs. occasionally, frequently over 50 lbs. |

**Please indicate with a check mark how often the position requires the individual to do the following:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Never | Rarely | Occasionally | Frequently | Constantly |
| Lift |  |  | **x** |  |  |
| Carry |  | **x** |  |  |  |
| Sit |  | **x** |  |  |  |
| Stand |  |  | **x** |  |  |
| Walk |  |  |  | **x** |  |
| Balance |  |  | **x** |  |  |
| Bend |  |  | **x** |  |  |
| Kneel |  |  | **x** |  |  |
| Crouch |  |  | **x** |  |  |
| Crawl |  |  | **x** |  |  |
| Climb |  |  | **x** |  |  |
| Twist (trunk) |  |  | **x** |  |  |
| Push |  |  | **x** |  |  |
| Pull |  |  | **x** |  |  |

**Comments:** This is primarily a sedentary position, but the position does require walking out on the floor to complete Human Resources tasks.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **REACHING** |  | Never | Rarely | Occasionally | Frequently | Constantly |
| Below Knees | Near |  |  | **X** |  |  |
| Far |  | **X** |  |  |  |
| Knee to Waist | Near |  |  | **X** |  |  |
| Far |  |  | **X** |  |  |
| Waist to shoulder | Near |  |  | **X** |  |  |
| Far |  | **X** |  |  |  |
| Waist Level | Near |  |  | **X** |  |  |
| Far |  |  | **X** |  |  |
| Above Shoulder | Near |  | **X** |  |  |  |
| Far |  | **X** |  |  |  |

**Comments:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Handling** |  | Right | Left | Both | Frequency |
|  | Simple Grasping |  |  | **X** | **F** |
|  | Power Grasping |  |  | **X** | **R** |
|  | Fine Manipulation |  |  | **X** | **R** |
|  | Push/Pull |  |  | **X** | **O** |

**Comments:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Never | Rarely | Occasionally | Frequently | Constantly |
| Talking |  |  |  | **X** |  |
| Hearing |  |  |  | **X** |  |
| Tasting/Smelling | **X** |  |  |  |  |
| Far Acuity |  |  |  | **X** |  |
| Near Acuity |  |  |  | **X** |  |
| Depth Perception |  |  |  | **X** |  |

**Comments:**

**ATMOSPHERIC CONDITIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Never | Rarely | Occasionally | Frequently | Constantly |
| Work Indoors |  |  |  |  | **X** |
| Work Outdoors |  |  | **X** |  |  |
| Wet/Humid |  | **X** |  |  |  |
| Noise |  |  | **X** |  |  |
| Vibration |  | **X** |  |  |  |
| Electrical Shock |  |  | **X** |  |  |
| Explosives | **X** |  |  |  |  |
| Toxic Chemicals | **X** |  |  |  |  |
| Exposure to marked changes in temp |  |  | **X** |  |  |
| Exposure to dust, fumes, or gases |  | **X** |  |  |  |

**Comments:**