



POSITION DESCRIPTION	
Position: Maintenance Technician I	
Exempt: No	Job Code: MILMA700
Division: Miller	Shift: 1 st , 2 nd , 3 rd
Dept: Maintenance	Location: Glencoe
Directly Reports to: Maintenance Supervisor	Confidential: Yes
Indirectly Reports to: Facilities Manager	
Updated by: Ken Bentz	Date last reviewed: 2/15/2021

Summary: The Maintenance Technician I position is responsible to perform mechanic skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, troubleshoot, repair and maintain production and facility equipment according to safety, predictive and productive maintenance systems and to support processes improvement, quality and efficiency of operations.

Resp. #	% of time	Essential Functions: To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily.
1	20%	Maintain complete records in the Miller Thrive system, and provide sufficient documentation on all machinery repairs, enhancements, upgrades and preventative maintenance to help identify problematic equipment or processes.
2	20%	Complete maintenance work orders as assigned for equipment and facilities. Accurately and completely account for all work hours to maintenance work orders in the Miller Thrive system items in a timely manner to establish accurate cost tracking.
3	20%	Take direction and learn from Tech II's to develop maintenance skills, knowledge and experience to help provide support to production and distribution plan.
4	10%	Assist with the installation of production and facility equipment, provide support with mold changes, detecting faulty operations, defective material and report those and any unusual situations to help with production and facility needs.
5	10%	Accurately and completely account for all work hours to maintenance work orders in the Miller Thrive system to support proper cost allocation and total cost of operation for equipment.
6	5%	Perform simple machinist and carpentry duties to fabricate fixtures, parts, repair and process improvement solutions using a variety of hand and power tools, electric meters and material handling equipment to help provide service to production staff.
7	5%	Be available for overtime and to be on call when necessary to provide necessary support for production and distribution demands.
8	5%	Accurately diagnose and troubleshoot machine issues as needed to better help with production demands and to help minimize down time.

Company Wide Expectations:		
1	100%	Remain Drug and Alcohol free while on Miller Manufacturing premises and within the scope of duty.
		Understand and comply with all Miller Manufacturing policies and procedures.
		Support the Mission, Goal and QUEST (see attached)
		Observe safety and security policies and procedures and use equipment and materials accordingly.
		Duties may be added, deleted or modified at any time, at the discretion of management, via

	written, verbal, formal, or informal means.
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Core Competencies: The strategic skills listed below are needed to perform the job satisfactorily	
1	Problem solving —identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains necessary communication
2	Interpersonal skills —maintain open communication with fellow employees, supervision, and management, remains open to others' ideas and exhibits willingness to try new things.
3	Planning/organizing —prioritize and plans work activities and uses time efficiently
4	Quality control —demonstrates accuracy and thoroughness and monitors own work to ensure quality
5	Adaptability —adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
6	Dependability —consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance
7	Professionalism —maintains professional appearance and attitude at all times

Knowledge, Skills and Abilities (KSA's): The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of the job.	
K	<p>Knowledge, Education and/or Experience:</p> <ul style="list-style-type: none"> ○ Requires a high school diploma or general education degree (GED), and one year of related experience and/or training, or the equivalent combination of education and experience. ○ This position also requires at one year of experience providing maintenance in a manufacturing environment, including electrical, hydraulic and mechanical areas. ○ On the job training may be required.
S	<p>Skills:</p> <ul style="list-style-type: none"> ○ Language: <ul style="list-style-type: none"> ● Read and interpret technical procedures, equipment documentation, schematics, professional drawings, environmental and safety regulations specific to equipment, materials and chemicals used ● Document activities, details on equipment and definition of procedures. ○ Mathematics: <ul style="list-style-type: none"> ● A qualified candidate must possess the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals. Candidate must also possess the ability to apply abstract concepts such as fractions, percentages, ratios, and proportions to practical situations.
A	<p>Abilities:</p> <ul style="list-style-type: none"> ● Apply common sense understanding to carry out detailed, but non-engaging, written and oral instructions. ● Define problems, collect data, establish facts and draw valid conclusions. ● Apply good judgment in recognizing scope of authority. ● Use of depth perception, close vision, and color vision are all continuously required.

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.

Lifting Requirements

Weight in pounds	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples	Height
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1-10				X			
11-20				X			
21-35				X			
35-50				X			
51-75			X				
76-100		X					
100+	X						

Movement Requirements

	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples
Standing				X		
Walking				X		
Sitting				X		
Talking or hearing				X		
Feeling				X		
Climb/Balance			X			
Kneeling/Crouch/Squat				X		
Reaching upward or outward				X		
Bending the neck side-to-side or front-to-back				X		
Typing				X		
Pinching/finger manipulation				X		
Grasping/Turning the wrist				X		
Taste/Smell		X				

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.

- Severe exposure to hot rubber
- Severe exposure to confined spaces, moving objects, and mechanical parts
- Severe exposure to chemicals and fumes
- Moderate exposure to special equipment such as gloves and protective clothing
- Moderate exposure to sharp objects such as trimming shears
- Moderate exposure to slippery surfaces
- Moderate noise level
- Slight exposure to airborne chemicals
- Slight exposure to toxic or caustic chemicals
- No exposure to ionizing radiation