

Maintenance Technician

Posted: January 11, 2018

The Maintenance Technician is responsible for performing preventive and repair maintenance on equipment, buildings and grounds in a timely and cost effective manner.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Reviews equipment records to perform preventative maintenance according to schedule. Performs or directs trouble shooting as needed.
2. Participates in the installation, repair and removal of production line equipment as needed. Consults with machinery manufacturers as needed.
3. Reviews daily maintenance schedule to plan work for the shift to encourage the efficient utilization of equipment and facilities within cost guidelines.
4. Performs repair and preventative maintenance on equipment, buildings and grounds. Work includes Controls, Electrical, Pneumatics, carpentry, light welding, and plumbing.
5. Performs all functions according to sound safety principles and company policies and procedures.
6. Anticipates and determines causes of delays or machine malfunctions in operations and takes appropriate action to meet deadlines. Communicates with Supervisors, Plant Manager, Master Scheduler and Maintenance Staff as necessary about potential concerns.
7. Understands all procedures and processes for the department and assist with the training of personnel.
8. Reviews and maintains spare parts inventory, orders parts and supplies as needed.
9. Communicates and support company goals and objectives.
10. Maintains good housekeeping in the department.
11. Completes all necessary paperwork and documentation neatly, timely and accurately including maintenance reports and repair logs, utilizing COGZ software to track down time, labor and material cost by each piece of equipment.
12. Responsible for department quality and takes corrective action as needed to ensure quality is met.
13. Aids the production operations by working as a fabricator as needed.
14. All other duties as assigned.

Education:

Completion of High school diploma or GED plus up to two years of formal education or three years' experience

Experience:

Two years previous maintenance/troubleshooting with education

Three years' experience without formal education

Licensing/Certifications/Background:

- Valid Driver's License and valid driving history (pre-employment and annual)

Skills and Knowledge:

- Ability to read blueprints and schematics
- Knowledge of PLCs
- Able to multitask
- Mechanical Aptitude
- Strong problem solving ability
- Ability to work with minimal supervisor
- Ability to effectively demonstrate and train others
- Computer knowledge especially with Microsoft office products
- Highly motivated, focused, organized employee who can work in a team environment or independently

Machines/Equipment Operated:

Welder	Drill Press	Power Tools
Grinder	Telephone	Multi-meter
Fax	PC	Various diagnostic tools
Hand carts	Pallet Jacks	
Forklift Certification/obtain	Hand Tools	
Overhead Crane Certification/obtain		
Various automated and manual window manufacturing equipment		

Please send resume along with salary requirements to:

Thermo-Tech Windows LLC

Attn: Human Resources

1120 38th Avenue Northeast

Sauk Rapids Minnesota 56379

Or email them to: jobs@thermo-techwindows.com