

# *Gilchrist Bag Mfg., LLC*

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## **POSITION DESCRIPTION**

**POSITION TITLE:** Setup Maintenance Technician

**DEPARTMENT:** Maintenance

**CLASSIFICATION:** Hourly – Non Exempt

**APPROVED BY:** Dale Yogan

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### **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO:** Maintenance Manager

**POSITIONS SUPERVISED:** None

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### **POSITION PURPOSE**

Responsible for the prompt setup and ongoing maintenance of converting equipment. Identifies, monitors and troubleshoots problems. Keeps records of work performed and completes maintenance history logs. Assures operation of safe and functionally sound equipment. Maintains and orders supplies and parts as needed. Occasional light building maintenance.

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### **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

1. **Assumes responsibility for the efficient and effective performance of equipment, facility, and converting machine functions.**
    - a. Setup paper converting machines for operation.
    - b. Maintains and repairs production equipment as needed.
    - c. Monitors equipment and performs troubleshooting for problems and breakdowns.
    - d. Maintains and repairs facilities including basic plumbing and electrical systems.
    - e. Repairs and maintains equipment in accordance with established standards, policies, and procedures.
  2. **Assumes responsibility for establishing and maintaining effective communication and coordination with Company personnel and with management.**
  3. **Setup and mechanical problems are promptly identified and resolved with minimal disruption to production schedules.**
  4. **Assumes responsibility for related duties as required or assigned.**
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*Maintenance Technician*

## QUALIFICATIONS

<b>EDUCATION/CERTIFICATION:</b>	High school graduate or equivalent. At least one year of related mechanical and electrical training. Driver's License.
<b>REQUIRED KNOWLEDGE:</b>	Able to read and understand technical reference manuals. Knowledge of production functions. Understanding of equipment operation and maintenance procedures.
<b>EXPERIENCE REQUIRED:</b>	Two years of on-the-job experience with mechanical and electrical equipment.
<b>SKILLS/ABILITIES:</b>	Excellent mechanical aptitude. Ability to work well independently. Able to cooperate and communicate well with others. Well organized and attentive to detail. Basic computer skills. Able to use various hand tools. Machining and fabrication experience helpful.

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## PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

<b>CLIMBING:</b>	Including ladders, scaffolding, ramps, etc.
<b>STOOPING:</b>	Bending downward and forward at the waist. Requires full use of lower extremities and back muscles.
<b>KNEELING:</b>	Resting on knee or knees.
<b>CROUCHING:</b>	Bending downward and forward at the leg and spine.
<b>REACHING:</b>	Extending hand (s) and arm (s) in any direction.
<b>STANDING:</b>	For extended time periods.
<b>WALKING:</b>	Especially for long distances.
<b>PUSHING:</b>	Using upper body to press against something with steady force.
<b>PULLING:</b>	Using upper body to draw, drag, haul, or tug objects.
<b>LIFTING:</b>	Use of upper body and back muscles to lift objects.
<b>GRASPING:</b>	Using fingers and palm on an object.
<b>AVERAGE HEARING:</b>	Able to hear average or normal conversations and receive ordinary information.
<b>FINE, ACUTE VISUAL ABILITIES:</b>	Fine visual acuity with the ability to inspect closely or to assemble small parts; color vision; or depth perception and/or field of vision.

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**PHYSICAL STRENGTH:** Medium work; exerts up to 50 lbs. of force occasionally, and/or up to 20 lbs. frequently, and 10 lbs. constantly.

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**WORKING CONDITIONS** Works both inside and outside (occasional assignments). Subject to weather.

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## **MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION**

**REASONING ABILITY:** Able to interpret various instructions.

**MATHEMATICS ABILITY:** Ability to perform basic math skills, use decimals to compute ratios and percents.

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## **INTENT AND FUNCTION OF JOB DESCRIPTIONS**

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*