

SUPERIOR EXTRUSION, INC. (SEI)

Maintenance Technician Job Description

Job Summary:

Works under the direct supervision of the Maintenance Manager. Plans and coordinates schedule of preventative maintenance for equipment, machinery, and tools with the Maintenance Manager.

- Installs, maintains, and repairs machinery and equipment. Assists in maintenance of physical plant structure, and pipe and electrical systems in the aluminum extrusion plant.
- Repairs and maintains mechanical, hydraulic, pneumatic, and electrical components of production machines and equipment.
- Repairs and maintains machinery and mechanical equipment such as mobile equipment, motors, pneumatic tools, conveyor systems, etc.
- Reviews production and operation schedules and confers with operational staff to determine when planned maintenance will least interfere with aluminum extrusion operations.
- Main responsibility is to keep production equipment running during shift.
- Maintains records of planned and completed maintenance.
- Develops and coordinates plans for reconstruction or installation of new equipment and machinery.
- Visually inspects and test machinery and equipment.
- Listens for unusual sounds from machines or equipment to detect malfunction and discusses machine operation variations with supervisors and equipment operators to diagnose problems and/or repair machines.
- Dismantles defective machines and equipment and installs new or repaired parts.
- Cleans and lubricates shafts, bearings, gears, and other parts of machinery.
- Installs and repairs electrical apparatus, such as transformers and wiring, and electrical and electronic components of machinery and equipment.
- Lays out, assembles, installs, and maintains piping systems and related hydraulic and pneumatic equipment, and repairs and replaces gauges, valves, pressure regulators, and related equipment.
- Assists in repair and maintenance of physical structure of aluminum extrusion plant as workload permits.
- Installs, programs, and repairs automated machinery and equipment such as robots or programmable controllers.
- Sets up and operates machine tools such as lathe, grinder, drill press, and milling machine for repair parts.
- Operates cutting torch and welding equipment to cut and join metal parts.
- Maintains inventory of repair parts, replacement assemblies, and spare equipment, machinery, and tools.
- Realigns and adjusts components. Oil and greases machines.
- Starts machines and equipment to test operation following repair.
- Removes and replaces worn or defective parts of various equipment.
- Initiates purchase order for parts and machines.
- Complies with SEI/OSHA safety policies and procedures, as well as assists ensuring compliance by other employees.
- Performs other duties as assigned.

- The above duties and responsibilities are intended to describe the general nature and level of work being performed by a person assigned this classification.

Education and Experience:

- Minimum of High School graduates with mechanical and maintenance training preferred.
- Experience: Five (5) years preferred. Minimum of three (3) years in maintenance position. Aluminum extrusion experience is preferred. Computer literacy strongly preferred.
- License/Certification: Certification in electrical, mechanical, hydraulics, electronics, pneumatics, etc. preferred. Michigan Driver’s License Required.
- Estimated On-The-Job Training Period: Six (6) months to one (1) year.

The above qualifications are guidelines; alternative qualifications may be substituted sufficient to perform the duties.

I, _____, certify that I have been fully trained; understand the duties and responsibilities of this position; and am fully capable of performing all duties and responsibilities as described in this job description.

Employee Signature

Date