



## FELLING TRAILERS, INC.

### POSITION DESCRIPTION

**Job Title:** Maintenance Technician

**Pay Level:**

**Exemption Status:** Non-Exempt

**Department:** Maintenance & Repair

**Authorization:** \_\_\_\_\_

**Date:** September 22, 2014

### JOB SPECIFICATIONS

#### FACTOR

#### LEVEL

Education:

High School plus 2 years

Related Experience:

2 years

Supervision Given:

None

Supervision Received:

Maintenance and Repair Supervisor

### Job Summary:

The Maintenance Technician is responsible for conducting preventive and repair maintenance on the plant and equipment.

### Essential Specific Job Duties:

1. Receives direction from Maintenance and Repair Supervisor when more work is needed.
2. Maintains the work area, machinery, and tools in a neat, clean and orderly fashion.
3. Assists in other work areas when workload permits or requires.
4. Completes all documentation related to this position i.e., production reports, time cards, etc. in an accurate, thorough and legible fashion.
5. Conducts preventive maintenance as scheduled e.g. oil change, greasing, filters, etc.
6. Welds and cuts using wire feed, oxygen-acetylene torch and plasma.
7. Performs machine repairs e.g. hydraulics, change motors, fix oil leaks, etc.

**Essential Specific Job Duties (Continued):**

8. Performs basic electrical repair.
9. Performs basic plumbing repair.
10. Performs basic hydraulic repair.
11. Repairs welders as needed.
12. Repairs all other production equipment as needed.
13. Adheres to quality standards at all times.
14. Adheres to safety standards at all times.

**Essential Universal Job Duties:**

15. Improves self in any way possible to enhance job performance.
16. Promotes **Felling Trailers, Inc.**, its mission, values, programs and achievements to the public and other employees.
17. Identifies organizational problems and opportunities for improvement and brings solutions and suggestions to management's attention.
18. Functions as a team member by assisting, supporting and encouraging other employees in any way possible.

**Non-Essential Job Duties:**

19. Performs related work as required, willingly and eagerly.

**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.

Descriptive factors are defined and abbreviated as follows:

- N/A – Not applicable
- O – Performed occasionally 20 –50%
- EF – Essential function: Essential job functions are defined as those responsibilities that are required to be done by the job.
- S – Seldom performed 1-20%
- R – Performed regularly 50 – 100%

Physical Demands	N/A	S	O	R	EF	Working Conditions	N/A	S	O	R	EF
Standing				X	X	Extreme Heat 80 > degrees		X			X
Sitting		X			X	Temperature Changes		X			X
Lifting 0 – 30 lbs.			X		X	Noise > 80 decibels				X	X
Lifting 30 – 50 lbs.			X		X	Vibration		X			X
Lifting 50+ lbs.		X			X	Heights			X		X
Carrying 0-30 lbs.			X		X	Work Outdoors		X			X
Carrying 30-50 lbs.			X		X	Work with People				X	X
Carrying 50+ lbs.		X			X	Work around People				X	
Pushing			X		X	Work alone		X			X
Pulling			X		X	<b>Substance Exposure</b>	<b>N/A</b>	<b>S</b>	<b>O</b>	<b>R</b>	<b>EF</b>
Grips/Grasps				X	X	Acids, Corrosives		X			X
Finger Movement				X	X	Epoxies			X		X
Reaching/Stretching				X	X	Dust				X	X
Walking				X	X	Fumes			X		X
Climbing			X		X	Mists			X		X
Running	X					Gases		X			X
Jumping	X					Chemicals			X		X
Rapid Work Speed			X		X	Body Fluids	X				
Bending				X	X	<b>Equipment</b>	<b>N/A</b>	<b>S</b>	<b>O</b>	<b>R</b>	<b>EF</b>
Speaking Clearly			X		X	Motor Vehicles	X				
Hearing Conversation			X		X	Hand Tools				X	X
Hearing High Acuity	X					Machinery				X	X
Seeing – Near				X	X	Machine Tools				X	X
Seeing - Far			X		X	Lifts			X		X
Depth Perception				X	X	AV Equipment	X				
Color Perception		X			X	Personal Computer		X			X
Typing/keyboarding		X			X	Office Machines		X			X
Writing			X		X	<b>Protective Clothing</b>	<b>N/A</b>	<b>S</b>	<b>O</b>	<b>R</b>	<b>EF</b>
Filing	X					Facial Covering			X		X
						Latex/Vinyl Gloves				X	X
						Safety Glasses				X	X