



Diversity-Vuteq Indiana  
825 S 350 E  
Princeton, IN 47670  
(812) 386-1401

[www.diversityvuteq.com](http://www.diversityvuteq.com)

## Job Description

**Position Title:** General Maintenance Trainer

**Team Member:**

**Department:** General Maintenance

**Grade: Salary (Exempt)**

**Reports To:** General Manager

**Revision #:** 1

**Full/Part Time:** Full Time

**Date:** April 16, 2024

### Job Summary

This individual has a primary focus on training and development of general maintenance technicians. The trainer will use existing training tools and continue developing further tools/exercises to promote consistent training for the general maintenance technician group. Working closely with the technician leadership group, training will be targeted at strong understanding for deliverables connected to the existing general maintenance technician level system.

### Duties & Responsibilities

#### Trainer

- Work with leadership to ensure efficient and consistent development for general maintenance technicians
- Facilitate development of training materials
- Support development of standards for training
- Support activities related to new programs and relevant training (New technology, materials, etc)
- Willing to travel periodically where required (Receiving or supporting training)
- Responsible for duties outlined below for regular technician duties when training activities are not required

#### Level 0 - Training

#### Level 1

- Understands safe and unsafe conditions of equipment
- Understands the detail of periodic inspections of equipment installed on site and is able to check and correct the conditions
- Understands how to correctly use the equipment/ operating motion flow
- Understands all of tools that Diversity-Vuteq has and how to utilize those tools correctly depending on situations
- Able to perform simple welding and cutting operations
- Able to select and order necessary parts to purchase
- Able to use a multimeter safely for AC/DC voltage testing and fuse testing
- Able to connect to a PLC and able to monitoring the motion. provide basic troubleshooting thru the monitoring
- Able to perform manual basic operations of robot for each axis. Able to perform Home positioning and Re-start with automatic mode
- Able to connect Camera to PC. Understand basic camera troubleshooting(Misalignment etc.) and able to do additional leaning/minor adjustment
- Able to complete or take over the projects that he/she handled. Can support projects as needed. This also includes observing and responding to the progress at a later date
- Understands the specific environmental aspects and impact of maintenance duties and work toward reducing them



- Able to coordinate preparation, installation, and confirmation for electric and air connection during layout changes and/or relocation of secondary equipment (layout change)
- 

## Level 2

---

- Able to develop and implement safety measures
  - Able to communicate with related vendors in case of trouble for Injection machine, Robot, Secondary equipment, etc.
  - Able to investigate problem with utilize electric/hydraulic diagram, flow chart, etc. to quickly identify roots cause of the problem
  - Able to draw a drawing for simple parts and create the it. Fabrication of mold, nesting and minor fixtures
  - Able to make plan and carry out periodic inspections and monitor of the equipment and advise if action required
  - Able to make suggestions for improvement and implement them. Tracks and improves performance metrics, including continuous improvement activities
  - Able to assist the installation of new equipment and modification of existing/new equipment through in-house or contract vender
  - Coordinate utility electric and air during layout changes and movement of primary equipment (larger equipment move for layout change)
  - Establishes work priorities for the team and communicates maintenance schedules and objectives
  - Able to manage spare parts for all of equipment. (Including new purchase to refill inventory)
  - Ability to use a multimeter for advanced testing including higher voltages and resistance testing of motors
  - Able to operate 6 axis robots and troubleshoot problems and teaching robot to optimize
  - Able to connect to PLC and HMI and provide minor program changes
  - Able to optimize camera programs by making additional settings and editing thresholds(tolerance)
- 

## Level 3

---

- Able to identify the cause of the problem, repair it, and implement remedial measures to optimize it
  - Able to understand the problem event and educate team member on the sequence of operations to complete the repair
  - Able to take charge on site and work responsibly until work is completed
  - Ability to read electrical/pneumatic/hydraulic/Ladder diagram and utilize for advanced troubleshooting
  - Able to coordinate and completed the installation of new equipment and modification of existing equipment through in-house or contract vender
  - Keeps operating costs at a minimum and achieving expense within budget
  - Ability to install conductors and electrical components safely that follow with NEC regulations
  - Able to create a new program from scratch for 6 axis robot
  - Able to reset encoder for all of axis for 6 axis robot and perform advanced troubleshooting
  - Able to create and/or edit PLC programs and optimize ladder logic
  - Able to install a camera onto existing equipment and establish PLC communication of data
  - Establish priorities for work based on the annual plan and complete it on schedule
- 

## Job Qualifications

---

### Experience

- Minimum 5 years experience in a General Maintenance Technician position
- General maintenance experience considered an asset



- 5+ years' experience with facility maintenance; includes Electrical and Mechanical
- Plastics Injection Molding Machine maintenance
- Kawasaki Robot experience
- In-depth knowledge of hydraulics, pneumatics, mechanics, electrical, and robotics
- Hydraulic and electrical training
- Welding experience (Tig/Mig), drill press
- PLC knowledge preferred

**Education**

- High school diploma/GED
- Completion of all level 3 General Maintenance Technician training requirements

**Skills and Abilities**

- Strong communication skills
- Ability to assess training progress and amend approach on a case-by-case basis
- Strong leadership skills, excellent verbal and written communication and organization skills
- Must be able to stand, walk, bend, and stoop up to 12 hours daily
- Must be able to work any shift temporarily as needed for training purpose when necessary

**Intent & Function of Job Descriptions**

---

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

*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.*

---

The above information is correct as approved by:

\_\_\_\_\_

Team Member Name (please print)

\_\_\_\_\_

Date

\_\_\_\_\_

Team Member Signature

\_\_\_\_\_

Manager Name (please print)

\_\_\_\_\_

Date

\_\_\_\_\_

Manager Signature

