Job Description

Position Title: Maintenance Specialist	**Team Member:**
Department: Maintenance	**Grade:** Salary (Exempt)
Reports To: Maintenance Manager	**Revision #:** 1
Full/Part Time: Full Time	**Date:** December 11, 2023

Job Summary

This individual will support Diversity-Vuteq Indiana on-site with all aspects of general maintenance, as well as mentor and train the maintenance technicians to develop their skills.

Duties & Responsibilities

- Supervise maintenance team leaders and delegate duties to be performed
- Schedule internal PMs on machinery, assembly equipment, auxiliary, and poke-yokes with respect to the production timing, performed by maintenance staff; train new team members on this process
- Communicate directly with leadership of maintenance areas and support troubleshooting part processing conditions to maintain quality parts
- Create and maintain standardized criteria and feasibility processes for new tooling/related equipment
- Develop standardized process for prototype tooling and set up for initial tryout/modifications
- Advise feasibility and perform repairs and modifications to machinery and equipment
- Develop the skills of new team members by demonstrating proper techniques
- Lead and assist in any 5S activities, repair M/C equipment
- Maintain spare parts inventory for machinery and equipment
- On call for emergency repairs with respect to production obligations
- Lead and assist emergency trouble shoot/ repair machines and equipment, including weekends as needed
- Travel may be necessary for support and training.
- Other duties as assigned

Job Qualifications

Experience
- 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), pill press
- PLC knowledge preferred

Skills and Abilities
- Ability to manage time efficiently; repair in a timely fashion to minimize downtime
- Must be mechanically inclined; able to troubleshoot problems, based on training and previous experience
- Prioritization skills; ability to adapt to changing demands from leadership teams
- Ability to show versatility and resourcefulness when problem solving

- Solid interpersonal skills; able to communicate issues to maintenance team, process technicians, production, and to senior leadership teams
- High attention to detail and accuracy; ensuring the job is done right the first time to minimize downtime
- Ability to efficiently manage a team of professionals towards a shared goal
- Ability organize tasks and demands efficiently

Other
- High school diploma or GED required
- AAS degree or relevant experience preferred
- **Valid driver's license**

Intent & Function of Job Descriptions

Job descriptions assist organizations in ensuring that the hiring process is fairly administrated 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

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Manager Signature