

## MAINTENANCE A - JOB DESCRIPTION

The Maintenance personnel are responsible for maintenance on all machines and auxiliary equipment while ensuring that the following are adhered to:

- Company quality system procedures
- Health and Safety requirements outlined by Government Regulations and guidelines as well as internal health and safety rules.

### RESPONSIBILITIES:

- Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, or parts catalogs, as necessary.
- Plan and lay out repair work, using diagrams, drawings, blueprints, maintenance manuals, or schematic diagrams.
- Dismantle devices to access and remove defective parts, using hoists, cranes, hand tools, and power tools.
- Inspect drives, motors, and belts, check fluid levels, replace filters, or perform other maintenance actions.
- Inspection, diagnosis of defects, and trouble shooting of a wide variety of machines and equipment.
- Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices.
- Operate cutting torches or welding equipment to cut or join metal parts.
- Assemble, install, or repair wiring, electrical or electronic components, pipe systems, machinery, or equipment.
- Align and balance new equipment after installation.
- Inspect used parts to determine changes in dimensional requirements, using rules, calipers, micrometers, or other measuring instruments.
- Fabricate or repair parts by using machine shop instrumentation and equipment.
- Ensure that all planned and preventive maintenance is carried out as scheduled.
- Replace, dismantle and assemble machinery and equipment.
- Maintain equipment, parts, and supplies inventories by checking stock to determine inventory levels, anticipate needed equipment, parts, and supplies; place and expedite orders, verify receipt.
- Conserve maintenance resources by using equipment and supplies as needed to accomplish job results.
- Provide mechanical maintenance information by answering questions and requests.
- Maintain continuity between shifts by documenting and communicating actions, irregularities, and continuing needs.
- Keep and update maintenance records as required.
- Assist in general maintenance as directed.
- Maintain safe and clean working environment by complying with procedures, rules, and regulations.
- Any additional duties as assigned by management.

**MAINTENANCE A - JOB DESCRIPTION**  
(continued)

**ORGANIZATION RELATIONSHIPS:**

Maintenance Personnel reports directly to Maintenance / Operations Manager

**MINIMUM JOB REQUIREMENTS**

Any combination of education, training and experience that demonstrates the ability to safely perform the duties of the position.

**EDUCATION, TRAINING AND SKILLS:**

- Minimum High school diploma
- Certification through the Ministry of Trade with a ticket in Electrical or Mechanical field.
- Experience in Electrical, Industrial Maintenance or a related technical field
- Experience in preventive and predictive maintenance methods
- Experience in troubleshooting and repair of plastic injection presses, cooling systems and other machinery used in plastic injection manufacturing industry.
- Considerable knowledge of the methods, materials, tools, and techniques used in the repair and maintenance of machinery and equipment.
- Ability to read and interpret blueprints.

**MAINTENANCE A - JOB DESCRIPTION**

- Ability to work independently with minimum supervision.
- Knowledge of the occupational hazards and safety precautions of the trade
- Excellent problem-solving abilities, job task planning and organizing.
- Knowledge of Plex database applicable to job function