

**POSITION: Maintenance Electro Mechanic**

**Summary:**

The Maintenance Electro Mechanic performs maintenance activities in a safe manner while ensuring product safety.

A Maintenance Electro Mechanic is responsible for working in a safe and professional manner including following lockout – tagout procedures. Perform preventive maintenance procedures on all types of production equipment. Perform all types of troubleshooting and repairs of production equipment without direct supervision. Make equipment modifications as needed to improve safety and productivity. Train other maintenance team members as needed. Assist set-up personnel and machine operators as needed.

**Essential Duties and Responsibilities include the following:**

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual is expected to perform each essential function satisfactorily.

**Product Safety**

It is the intent, objective, and philosophy of Pinnpack Packaging, LLC. to produce safe, legal, and quality products. Pinnpack makes every effort to ensure product conformity at each manufacturing step while maintaining a safe production environment and a workforce superior for the thermoforming of food contact packaging products.

To ensure product safety, this position will:

- Adhere to Pinnpack GMP requirements
- Identify situations that risk product contamination and prevent them
- Clean thoroughly after performing maintenance activity
- Perform maintenance functions with product safety in mind with regard to drilling, welding, lubrication, e.g.
- Identify for correction any painted surface(s) that is flaking
- Correct drips and leaks that risk product safety
- Maintain electrical panels so that they are free of dust
- Make certain that string, rope, tape, etc. is not used for permanent repairs
- Make sure that air filtration devices remove particles of at least 50 microns
- Perform general housekeeping cleaning in their area as directed by supervision. Make sure that cleaning activities do not risk product safety. Cleaning is documented on the MCS or appropriate form
- Use only sanitary food grade lubricants on product contact areas. Keep these lubricants segregated and remove excess grease from equipment
- Make sure visitors, contractors, etc. keep doors closed and adhere to Pinnpack's GMP requirements
- Make certain that no glass is brought into the facility
- Not use Pinnpack containers for storing miscellaneous items
- Practice good hygiene and not eat, drink (water in plastic bottles is allowed) or use tobacco except in designated areas
- Additional projects and duties as assigned by management.

**Qualifications:**

To perform this job successfully an individual must:

- High school diploma, general education degree or equivalent.
- 5 years maintenance electro mechanic experience
- Good computers skills in MS Suite (Outlook, Excel, Word) is preferred
- Understanding of basic electricity and electronics required.
- Basic understanding of hydraulics and pneumatics is required.
- Ability to read electrical and hydraulic diagrams is required.
- Good layout and fabrication skills is required.
- Knowledge of basic machine shop procedures is required.
- Must have basic training skills.
- PLC and computer knowledge are preferred.
- Must have forklift certification.
- Good verbal and written communication skills
- Good troubleshooting skills
- Strong sense of commitment and ability to multi-task
- Ability to remain professional and courteous at all times
- Must be available to work occasional different shifts then assigned, holidays, and weekends

**Work Relationship:**

Work with: All employees in or related to the manufacturing and maintenance areas

Reports to: Maintenance Manager

Supervises: N/A

A Maintenance Mechanic will be expected to endure the following:

ACTIVITY	NEVER 0 HOURS	OCCASIONALLY Up to 3 hours	FREQUENTLY 3 – 6 hours	CONSTANTLY 6 – 8+ hours
Sitting		√		
Walking				√
Standing				√
Bending (neck)		√		
Bending (waist)		√		
Squatting		√		
Climbing		√		
Kneeling		√		
Crawling			√	
Twisting (neck)			√	
Twisting (waist)			√	
Hand Use: Dominant hand Right <input type="checkbox"/> Left <input type="checkbox"/>			√	
Is repetitive use of hand required?			√	
Simple Grasping (right hand)			√	
Simple Grasping (left hand)			√	
Power Grasping (right hand)			√	
Power Grasping (left hand)			√	
Fine Manipulation (right hand)			√	
Fine Manipulation (left hand)			√	
{Pushing & Pulling (right hand)		√		

Pushing & Pulling (left hand)		√		
Reaching (above shoulder level)		√		
Reaching (below shoulder level)		√		

**LIFTING**

	NEVER 0 HOURS	OCCASIONALLY Up to 3 hours	FREQUENTLY 3 – 6 hours	CONSTANTLY 6 – 8+ hours
0 – 10 lbs.		√		
11-25 lbs.		√		
26-50 lbs.		√		
51-75 lbs.		√		
76-100 lbs.		√		
100 + lbs.	√			

**CARRYING**

	NEVER 0 HOURS	OCCASIONALLY Up to 3 hours	FREQUENTLY 3 – 6 hours	CONSTANTLY 6 – 8+ hours
0 – 10 lbs.		√		
11-25 lbs.		√		
26-50 lbs.	√			
51-75 lbs.	√			
76-100 lbs.	√			
100 + lbs.	√			

This job may require:

- YES - Driving of forklifts or other equipment.
- YES - Exposure to dust.
- YES - Working at heights.
- YES - Operation of foot controls or repetitive foot movement.
- YES - Use of special visual or auditory protective equipment.

I understand my duties and will perform them to the best of my ability. I also understand that the above-mentioned duties are not inclusive and may require additional duties that may arise out of my employment with Pinnpack Packaging LLC.



## JOB DESCRIPTION

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date