

# Repair-Service Mechanic

Job Title:	Service Mechanic	Company Name:	Laird MFG
FLSA Status:	Non-Exempt	Division/Department	Service
Salary Grade/Band:	Mechanic IV through I	Reports to:	Service Manager
		Last Revision Date:	7/09/12

## SUMMARY

Responsible for the installation, maintenance, troubleshooting, and repair of customer and company own machinery.

## PRIMARY RESPONSIBILITIES

1. Install customer and company own machinery.
2. Perform preventative and predictive maintenance on customer and company own machinery.
3. Troubleshoot and repair customer and company own machinery.
4. Write and maintain standard operating procedures (SOPs) and Job Safety Analysis (JSAs).
5. Program PLC's. Programmable Logic Controls
6. Complete daily maintenance and repair logs.
7. Communicate with operators from other shifts.
8. Maintain and secure work tools.
9. Clean and maintain work area.
10. Turn off and lock out equipment when not in use or when performing maintenance.
11. Other duties as assigned.

## ADDITIONAL RESPONSIBILITIES

1. Perform back up for assembly line.
2. Perform back up for parts department.
3. Provide on-the-job training to new employees.
4. Order tools and machinery inventory parts.

## KNOWLEDGE AND SKILL REQUIREMENTS

1. Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
2. Advanced skills (Journeyman level) required in one or more of the following areas: electrical, mechanical, hydraulic & pneumatic systems, plumbing systems, and PLC programming. Programmable Logic Controller.
3. Ability to read and interpret blueprints and schematics.
4. Must have valid drivers license and sustains driving record with no accidents or law infractions.
5. Maintain company fleet plans permissible points to operate company own vehicles.

## **WORKING CONDITIONS**

Working conditions are normal for a manufacturing environment. Work involves frequent lifting of materials and product up to 70 pounds. Machinery operation requires the use of safety equipment to include but not limited to; eye safety glasses, hearing protectors and work boots. Loose fitting clothes and jewelry are not permitted.

Because a large component of Laird Manufacturing's business involves providing service and repair to equipment and machinery at customer sites, those individuals who work as repairmen are asked to be "on-call" after normal business hours and on weekends. All service/repairmen are placed on a rotating schedule.

Employees are free to use the time spent on-call primarily for their own benefit. Laird Manufacturing does not require that an employee who is "on-call" remain at the company's facility or at his or her home. Laird Manufacturing does not require employees to perform any job duties during on-call time except if a customer repair request is made. In that instance, the on-call employee must, within a reasonable period of time, travel to the Laird Manufacturing facility to perform service to customers units at Laird's facility and/or pick up a Company-owned service vehicle, and travel to the customer's worksite to perform the necessary repairs. On-call employees are paid time and a half (1.5 times the regular hourly rate of pay) for all time actually worked while on-call, including a reasonable time for travel to and from the Laird Manufacturing site to pick up a service vehicle. Employee's travel pay will be calculated from the time that the call is received, or a call out pay of \$20.00, whichever is greater. Employees may only claim time spent responding to the call and not time spent on personal errands. Any employee found to have falsified time spent responding to calls will be subject to discipline, up to and including termination.

An employee who is scheduled to be "on-call" is free to trade "on-call" assignments with another repairperson to suit his or her personal activities or schedules, as long as the scheduled employee ensures that someone will be "on-call" in his or her place so that the Company is not without coverage.

## **PHYSICAL CONDITIONS**

1. 30 to 40 percent of the job requires lifting carrying holding and manipulating objects weighting excess of 50 pounds.
2. Able to bend over.
3. Reach overhead with no restrictions.
4. Able to push and pull.
5. Able to stand on feet for duration of shift.
6. Manual dexterity required for operating machinery, vehicles and computers. *Especially:* skill and ease in using both hands