



ASPEN RESEARCH CORPORATION JOB DESCRIPTION

JOB CODE: A3014 TITLE: Maintenance Technician II DATE EVALUATED: 12/06/16

DEPARTMENT 6015 GRADE: FLSA

APPROVED BY APPROVED BY: Ken Zigrino

PURPOSE:

Responsible for troubleshooting, maintenance and repair of plastics extrusion machinery and related tasks. Responsible for performing other tasks assigned by supervisory personal from time to time.

PRIMARY RESPONSIBILITIES:

Following ISO and safety manuals:

Perform preventative maintenance and repair industrial equipment including compounding extruders and associated equipment such as:

- Feeders
- Pumps
- Vacuum systems
- Electronic (digital and analog) meters, gauges and control circuits
- Large and small electric meters

Work with maintenance manager to identify and order stocks of standard and expandable supplies and tools to keep minimum quantity of items on hand.

Communicate directly with vendors and equipment suppliers on getting quotes.

Work with maintenance manager to order specialized repair parts and tools to keep equipment operational.

Keep accurate maintenance records.

Lead or assist with equipment installation, set up, troubleshooting and start up.

Assist with operation of compounding extruders and associated equipment as needed and to troubleshoot.

Adhere to all quality and safety standards.

Able to be on call every 3rd week..

Provide and maintain a respectful workplace environment.

Participate in continuous improvement of production process(s).

SECONDARY RESPONSIBILITIES:

Ensure work area is safe and productive.

Assist in the development of methods, equipment, and processes as needed to improve work environment and productivity.

Assist maintenance with scheduled care of equipment.

DIRECTION OF OTHERS:

N/A

QUALIFICATION AND SKILL REQUIREMENTS:

Skills and Experience Required

3+ years of experience in maintenance and repair of plastic extrusion equipment and assorted machinery.

Strong mechanical aptitude.

PLC and motor drives operation knowledge.

Able to read and understand schematics and electrical.

Familiar with and capable of using tool room equipment including:
 Mill and lathe (preferable but not required for position)
 Cutting torch
 Welders (stick and wire feed)
 Measuring and gauging equipment

Communicate maintenance and repair issues to production and development groups and management.

Supporting Skills Desired

Flexibility to work outside the normal day time hours as needed.

Reliability and a good work ethic.

Able to use a computer for creation and manipulation of files in various software applications, email, and spreadsheets.

Able to read, speak and write in English and do basic math and algebra.

Able to work in a fast-paced, team-oriented environment.

Must be punctual and have good attendance.

Able to comprehend and follow written and oral instructions regarding job assignments and the details of equipment operation and repair.

Ability to make a decision.

Creative problem solving.

Physical Job Requirements

Must be able to stand for an entire 8 hour shift.

Must be able to lift 50 pounds waist high and carry up to 50 pounds without assistance.

Job duties require the ability to reach, bend and grasp small to large pieces of tools and equipment.

Able to read machine shop gages and equipment, and electronic displays and indicators.

Employees Signature

Date