

Position Profile:

The maintenance technician position is responsible for performing highly diversified duties to install, troubleshoot, repair and maintain production and facility equipment according to safety, predictive and productive maintenance systems and processes to support the achievement of the site's business goals and objectives.

Work Responsibilities:

Equipment Maintenance

- Perform highly diversified duties to install and maintain production machines and the plant equipment.
- Provide emergency/unscheduled repairs of production equipment during production and performs scheduled maintenance repairs of production equipment during machine service time.
- Perform mechanic skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, troubleshooting and repair of production machines.
- Diagnose problems, replace or repair parts, test and adjust as needed. Check control panels and electrical wiring to proactively identify issues.
- Detect faulty operations, defective material and report those and any unusual situations to proper supervision.
- Comply with safety regulations and maintain clean and orderly work areas.
- Maintain inventory of repair equipment and supplies

Routine and Preventative Maintenance

- Perform regular preventive maintenance on machines, equipment and plant facilities.
- Order parts and maintain required documents.
- Read and interpret equipment manuals and work orders to perform required maintenance and service.
- Inspect buildings and other structures to determine functional systems and detect malfunctions and needed repair, making notes and recommendations to supervisor.
- Establish a preventative maintenance schedule for key equipment in facility

Facility Maintenance

- Use a variety of hand and power tools, electric meters and material handling equipment in performing duties.
- Perform a variety of plumbing maintenance and carpentry functions.
- Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures, wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc. using appropriate hand, power and specialty tools.
- Performs minor plumbing maintenance, including replacement or repair of leaks in drains and faucets, unclogging drains, replacing drain hoses on washers and similar devices, etc.
- Performs minor painting, carpentry and masonry work, including preparing and painting, hanging doors, fitting locks and handles, etc.
- Reconfigures, installs, positions, and re-mounts modular offices and space, including furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc., to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.
- Ensure all facilities are prepared for weather-related events.

General Responsibilities:

- Supports CURIO Cornerstones and strives for individual leadership by using cornerstone behaviors in the workplace and in daily decision making.
- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Actively seek individual development through taking advantage of opportunities for skill enhancement. I Keep up to date with the latest best practices, trends, concepts, and regulations in the specific job area.

- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. Position must respond quickly in the event of an emergency, notify appropriate personnel, and follow safety protocol.

May also require weekend or after-hours work, as approved by the manager. Performs other work as assigned.

Minimum Qualifications

- High School Diploma or equivalent
- One year experience in a production, distribution or production maintenance environment
- Must possess and maintain a valid Driver's License

Computer and/or software qualifications:

- Basic level of proficiency in Microsoft Excel, Word, Outlook

Core Competencies:

- Ability to communicate and interact effectively with managers, co-workers, customers, vendors and other partners
- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or departmental needs
- Ability to solve problems and make decisions that keep production equipment in high functioning working order
- Demonstrated ability to apply good judgment and decision making in how assignments and work are completed
- Demonstrated ability to function in a fast-paced, ever changing, deadline driven environment
- Ability to complete mathematical calculations using percent, decimals and metric conversions
- Exhibits a high tolerance for stress
- Ability to process, maintain and protect company confidential/proprietary information
- Ability to maintain a strong and consistent attendance history.

Preferred Qualifications:

- PLC trained

Travel Requirement: Less than 5%. Depending on location of the role, minor levels of travel using personal vehicle between warehouses, other company locations, supplies pick-up may be required.

Working Environment and Physical Demands:

- Manufacturing and warehouse with constant walking, standing, bending, stooping, reaching and pulling required. The work environment is frequently in non-conditioned space with moderate noise levels.
- Occasionally required to lift and/or move items weighing 25 – 50 pounds.
- While performing the duties of this job, the employee is regularly exposed to dusty and fragrant conditions, varying temperature levels, work near moving mechanical parts, and high noise environments.

*** Note: This job description does not restrict CURiO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*