

**Job Title:** Maintenance Tech

**FLSA TYPE:** Hourly

**Reports To:** Maintenance Lead

**Department:** Maintenance

**Summary:** Responsible for safe and effective repair of production equipment and facilities including but not limited to the following skill sets. LOTO Qualified user, 5S, basic industrial electricity, CNC M code operation and ladder logic troubleshooting, Fanuc robot programming and troubleshooting, basic knowledge of Hydraulic and Pneumatic systems, welding, machining, fabrication and the ability to use a personal computer to fill out work orders, use email and must be familiar with MS office.

**Essential Duties and Responsibilities** include, but are not limited to the following:

- Reading and interpreting PLC, Hydraulic, Pneumatic and Electrical schematics.
- Trouble shoot an automated process, including CNC machines and robots including performing tool changes, checks and monitor machine functions.
- Must be able to demonstrate Fanuc robot abilities, such as teaching points and program recovery.
- Proficient use of diagnostic tools required for 1<sup>st</sup> time effective troubleshooting on electrical and mechanical processes.
- As needed, provide fabrication for new/repared part/material/resource to support production
- Safety accountability as responsible for following all safety practices and procedures.
- Good communication skills with fellow employees.
- Attendance regular and predictable attendance as scheduled with good attendance record.
- Complete all computer activities (e.g. Plex log ins, Time off tracking; and Paycom HR system as required and fill out and complete assigned work requisitions).
- As needed, support overall Quality goals per the Paragon Quality Policy.
- Observe work, monitor gauges, dials, and other indicators to ensure that production conforms to production or processing standards.

**Competency and Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. To perform the job successfully, an individual should demonstrate the following competencies:

- Able to effectively use Bridgeport's, lathes, welders, band saws, plasma cutters and other skilled trades tools.
- Ability to get along with others, speak clearly and thoroughly while working with co-workers. Excellent attendance is required to perform this job. Ability to listen and follow verbal instructions as well as reading and following work requests.
- Candidate must have their own tools.
- Must be able to obtain a Paragon issued fork truck license and operate a scissor lift/genie boom.
- Willing to train for additional assigned work as directed by Supervisor/Manager.
- Must be able to work any shift at either Quincy or Hillsdale's production facilities.
- Ability to attend off site training as required.
- Positive Attitude keeping a positive outlook and being respectful of others.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. *To assure safety requirements are met, individuals must be able to complete required drug/alcohol screening with clear results; and have the regular ability to remain awake and alert.*

**Education/Experience:**

**Min. Requirements:**

- GED or High School Diploma
- Primary language is English requires proficiency both verbal and written.
- Three years of heavy industrial/maintenance experience, in automotive manufacturing preferred. Will consider equivalent with education/certification.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems in a professional manner.
- Reasoning ability must be consistent with established company policies and procedures

**Occupational Demands:** This is a production area-based position requiring work within the facility in the production cell environment. Requires capacity to stand for extended periods of time, with occasional bending, lifting and/or twisting to complete routine tasks as needed. Successful incumbent will be able to accomplish the essential functions of the job meeting the occupational demands with/without reasonable accommodation.