

**SUMMERS MANUFACTURING COMPANY, INC.
POSITION DESCRIPTION**

POSITION TITLE: Maintenance Mechanic
IMMEDIATE SUPERVISOR: Production Supervisor
SUPERVISION RESPONSIBILITIES: No

DEPARTMENT: Production
FLSA: Non-Exempt

1. GENERAL SUMMARY OF RESPONSIBILITIES:

Under the direction of the Production Supervisor, perform installation, maintenance, service and repair work on a variety of machines (mechanical and computer-controlled), equipment, building, grounds and facilities, including automotive and general maintenance of furnaces.

2. SPECIFIC JOB RESPONSIBILITIES:

- A. Perform installation, maintenance, service and repair work from instructions, blue prints, specifications, plant layout, manufacturer's installation and maintenance manuals, wiring diagrams and similar data.
- B. Perform service or trouble calls; determine and trace cause of malfunction or improper operation.
- C. Select and specify replacement parts.
- D. Repair defective parts or mechanisms, reassemble and adjust for proper operation.
- E. Perform exacting hand and bench operations involving drilling, tapping, grinding, scraping and fitting to repair or rework machine parts and details or fabricate new replacement parts, jigs and fixtures, and tools.
- F. Perform various welding, brazing, piping and other maintenance duties involved in the upkeep of buildings and grounds, plant or other facilities.
- G. Repair and maintain portable power tools and equipment, pumps and air compressors, overhead doors and forklifts.
- H. Maintain work area and equipment in a clean and orderly condition.
- I. Maintain records on installation, maintenance, service and repair work performed.
- J. Troubleshoot and repair Electrostatic Paint System.

3. JOB SPECIFICATIONS:

A. Education/License/Certification Requirements

- 1. High School diploma or equivalent or experience as outlined below, required.

2. Valid North Dakota driver's license with a clean driving record, required.
3. Forklift operator's license, required. Testing and licensing can be administered by Company Safety Coordinator.

B. Experience Requirements

1. Knowledge of, and experience with, various shop tools, required.
2. Basic mechanical ability required.
3. Three (3) years previous maintenance experience, preferred.
4. General knowledge of mechanical and hydraulic principles, wiring, electrical components, required.
5. Knowledge of the construction and operating principles of various types of equipment and mechanisms and the ability to locate troubles and make repairs quickly, required.
6. Basic computer skills are preferred.

C. Physical Requirements

This position will involve the physical exertion found in a metal fabrication company making agricultural equipment and will include stooping, climbing, lifting, and other such exertion necessary to become and remain familiar with plant-type work.

1. Ability to walk and stand for long periods of time, throughout the work day, required.
2. Ability to stoop, bend and/or reach overhead occasionally during the day may be required.
3. Ability to kneel or crawl occasionally during the day may be required.
4. Ability to climb and balance occasionally during the day may be required.
5. Manual dexterity, required.

D. Lift and Carry Requirements

1. This position requires lifting and carrying boxes of machine parts, weighing up to 50 lbs. in the following situations:
 - a. Lifting parts from machinery while working on a machine.
 - b. Carrying raw materials short distances, up to 10 feet.

2. This position requires frequent lifting and carrying of machine parts, weighing over 50 lbs. using hoist or forklift or hand truck.

E. Equipment/Tools Requirements

1. Ability to utilize forklift, hand truck or hoist, required.
2. Ability to utilize tools such as hand drill, air wrench, metal grinder, drill press, welder, acetylene torch, voltmeter, required.

F. Environment Requirements

This position involves work inside and outside the plant, where conditions may get dusty, hot, cold, noisy and smoky and may involve exposure to some odors:

1. Ability to work around fumes and chemicals, required.
2. Ability to work around moving parts, required.
3. Ability to work outside, required.
4. Ability to work in adverse weather conditions, required.
5. Ability to work around loud noises, required. Hearing protection is mandatory in certain situations.

G. Communication Requirements

1. Excellent oral and written communication skills, required.
2. Ability to work as part of a team, required.

By accepting a position within Summers Mfg. you will become part of a team which comes with the responsibility of promoting a culture that ALL employees are accountable to. This culture is defined as:

- * Ensuring a safe workplace by always being aware of potential hazards and following all safety rules.
- * Fostering the company values in communications and decisions made every day by being respectful and promoting a team environment.
- * Accepting and Supporting the challenge to participate in the continuous improvement efforts by actively contributing in identifying and eliminating waste within the company; by identifying problems, finding solutions, and being an active participant in sustaining those solutions.
- * Smile every day!

This job description does not list all the duties of the job. Your supervisor may make an assignment of other duties or instructions from time to time.

This assignment of duties or instructions will be within your knowledge and skill base to ensure performance of the assignment in an adequate manner.

Management has the right to revise this job description at any time.

This job description is not a contract for employment, and either you or the firm may terminate employment at any time, for any reason.

JOB DESCRIPTION ACKNOWLEDGMENT

I acknowledge that I have received a copy of the updated job description for my position with Summers Manufacturing. I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined, with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. I understand that it is my responsibility to ask my supervisor or human resources for more clarification should I have any questions about my job duties and responsibilities or require a reasonable accommodation.

I understand, and have received a copy of my updated job description.

Signed: _____ *Date:* _____

Supervisor Signature

Date

Employee or Supervisor comments:

Return this form to Human Resources.