



Maintenance Technician I

SUMMARY

Maintenance Technician will be responsible for predictive and preventive inspections, routine repair and maintenance work.

DUTIES AND RESPONSIBILITIES include the following.

- Performs installation, maintenance, and repairs of manufacturing equipment.
- Locates and diagnoses failures, replaces defective components, and performs basic troubleshooting using standard electronic equipment, detailed drawings, diagrams, sketches, specifications, prints, manuals, and verbal and/or written instructions.
- Uses a variety of hand, power, and test tools and equipment.
- Typically performs work in one or more of the maintenance trades: carpentry, plumbing, painting, machine and equipment repair and sheet metal fabrication.
- Conducts routine, periodic, or special inspections to determine repair and maintenance work necessary to prevent breakdowns of facilities, machinery, and equipment.
- Performs all work in accordance with established safety procedures.
- Complies with MDHI's safety policies as well as Occupational Safety and Health Administration (OSHA) Rules.
- Effectively completing all tasks as assigned.
- Coordinate work processes with internal departments of MDHI.

- Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

None

SKILLS AND ABILITIES

- Must have the ability to diagnose system malfunctions in the absence of detailed drawings.
- Solid understanding and ability to communicate complex technical information in a manner supplier's, as well as fellow trade's persons can grasp and understand.
- Working knowledge of sprinkler and automatic fire system a plus.
- Intermediate level exposure to Microsoft Office Suite products.
- Must possess a valid driver's license.
- Flexibility and a positive attitude are required.
- Requires the ability to handle multiple priorities at the same time and the ability to follow through on all tasks assigned
- The ability to understand and follow instructions and the ability to concentrate is required

- Excellent written, verbal, communication and interpersonal skills.
- The ability to get along with others or to be part of a team.
- Access to Export Control Information.
- Regular attendance at the worksite is required is required.



EDUCATION and/or EXPERIENCE

- This job requires a minimum of high school education or general education degree (GED) and 0-2 years of work-related experience or an equivalent combination of education and experience.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contracts, implied or otherwise, other than an “at will” relationship.

CERTIFICATES, LICENSES, REGISTRATIONS

None

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position is designated by the employer to be a safety-sensitive position.
- Work performed in an office and factory settings with work occurring frequently outdoors during all months of the year
- Exposure to shop environment such as noise, dust, odors and fumes.
- Occasionally required to lift up to 50 lbs.
- Regularly required to sit, stand, bend, reach and move about facilities.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

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