

Contour Fabricators, Inc.
Job Description – Maintenance Technician

DEPARTMENT:	Maintenance
REPORTS TO (TITLE):	Maintenance Supervisor
EXEMPTION STATUS:	Non-Exempt
JOB CODE:	12519-1

PREFERRED REQUIREMENTS:

<i>Education</i>	High school diploma or equivalent
<i>Work Experience</i>	3-5 years mechanical and electrical knowledge; 3-5 years tool and shop experience beneficial; electrical and pipefitting skills; bending conduit, pulling wire, 220 and 480 volt, 3-phase, buss ducts and power drops. Ability and willingness to learn procedures, maintenance procedures, work flow and machinery operations; Ability to work independently with little supervision. Past experience as an electrician preferred TIG welding experience preferred.
<i>Licenses</i>	Satisfactory Michigan drivers license and record; commercial driver's license preferred. <i>Hours 6:00 am – 4:30 pm; Monday – Friday; overtime and Saturdays as required</i>

SUMMARY OF DUTIES AND RESPONSIBILITIES:

- Preventative maintenance of machines. Responsible for in-house building and maintenance projects while concurrently maintaining other machines/projects.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Utilizes and complies with the Quality Management System
- Follow safe maintenance work practices (safety glasses etc.)
- Utilize proper housekeeping procedures to keep department clean and organized
- Utilize machinery manuals to maintain machinery and equipment
- Typical work tasks include: machine maintenance, general plant maintenance and major maintenance, machinery safeguards, lockout/tagout procedures, plant shut down/start up, grounding procedures, heating and cooling systems, inspection, blue print reading, miscellaneous facility construction, machine assembly, material storage, inventory control, fire prevention, and documentation.
- Perform job functions in a cost-effective manner

Performs other related duties and assignments as required.