

Wixon, Inc.
Job Description

Job Title: Mechanic, Tier Five

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| Department: Maintenance Reports to: Maintenance Manager | Classification: Non-exempt Job Code: 06A549M5 Created/last revised: 3/3/2010 10:30 AM |
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Job Summary:

Responsible for all the plant/facility machinery and equipment including set up, adjustment and maintainance. Mechanic shares responsibility for quality and quantity of work produced by assigned equipment.

Essential Functions:

1. Reviews production schedule as required with appropriate production management to determine production run, the need for changeover to a different size or packing configuration or, if line is down, for scheduled maintenance.
2. Analyzes mechanical or operational problems and takes corrective actions.
3. Readjusts line and effects changeover by setting up assigned equipment for change in material, size, product, or for change of pack pattern as directed.
4. Tests equipment for quality of operation when changeover is completed.
5. Examines finished pack for conformity with quality specifications and makes adjustments accordingly.
6. Checks product for visual attractiveness and/or defects.
7. Makes preventive maintenance checks during course of shift and takes appropriate corrective action.
8. May assist in training packaging machine operators in their essential duties and safety precautions required when working on the equipment.
9. May assist in analyzing, selecting and installing capital equipment.
10. Improves facility efficiency by improving process or equipment.
11. Advises manager of recurring equipment malfunctions and corrective action required.
12. Selects and procures basic maintenance items including spare parts, consumables and service technicians.
13. Displays a positive attitude towards all levels of employees, customers and contractors.
14. Effectively communicates and instructs operations personnel in simple maintenance tasks.
15. Actively leads quality by work habits, machine enhancements and proactive participation in quality procedure changes.
16. Schedules work including purchasing parts and defining timelines following company procedures and budgets.

Additional Responsibilities:

Performs other tasks and responsibilities as assigned. May serve as backup to the Maintenance Manager.

Qualifications:

High school diploma or equivalent required. Must read and write English. Must possess and demonstrate an extensive knowledge of electricity, plumbing and building utilities. Thorough knowledge of packaging equipment, including troubleshooting repair and preventative maintenance required. Must possess and demonstrate proficient knowledge of HVAC, welding, pneumatics and hydraulics.

Quality:

Must possess, demonstrate and follow all instructions, procedures and guidelines set forth in all applicable Wixon/ISO/department policies to assure continued quality product is produced.

Physical Demands:

This position requires the ability to handle items in excess of 50lbs in a safe and efficient manner. Must be able to climb and perform tasks from ladders, scaffolds and man lifts. This position also requires kneeling, crouching and working in tight spaces.

Working Conditions:

Exposure to hazards of an industrial environment including noise, dust, hazardous materials, machinery, including platforms and ladders, and equipment.

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Company Policy:

Must follow company policies as outlined in quality and safety procedures and the Wixon, Inc. employee handbook.