

General Description

Working under the direction of the Maintenance Supervisor, this position is responsible for the routine maintenance and repairs of buildings, machines/equipment, and company vehicles.

Education, Certifications, Licenses, and/or Registrations

A high school diploma or equivalent is preferred. Valid driver's license is required.

Experience

Minimum one (1) year general industrial maintenance and electrical experience required. Forklift experience is preferred.

Specialized Knowledge and Skills

- Proficient technical knowledge and manual dexterity
- Basis math and reading skills
- Able to read tape measure, micrometers, calipers, and blueprints
- Able to use hand and power tools
- Able to follow instructions and retain information
- Communication skills
- Listening skills
- Collaboration skills
- Willingness to learn
- Physical stamina

Essential Duties

1. Diagnose, troubleshoot, and repair maintenance related issues.
2. Perform sprinkler system weekly tests and perform routine inspections of fire extinguishers.
3. Perform scheduled maintenance on machines in all departments and be prepared to troubleshoot unscheduled maintenance issues in an efficient manner.
 - a. When necessary, observe and listen to machine operators for troubleshooting.
4. Perform basic electrical work and maintain ceiling lights, hoists, etc.
5. Perform basic maintenance on forklifts and other company vehicles.
6. Maintain plumbing systems and respond to other building maintenance needs.
7. Appropriately prioritize maintenance worklist.
8. Maintain and update all maintenance related records and documentation.
9. Remove snow and ice from company property when necessary.
10. Communicate via phone and email.
11. Communicate with and schedule outside services.
12. Provide a great level of attention to detail and focus on given task.
13. Follow all company and safety policies, guidelines, and rules.
14. Follow all quality standards.
15. Meet and/or exceed production goals.
16. Work in a fast-paced environment.

17. Stay focused and on task with minimal supervision.
18. Maintain a clean and organized work area.
19. Maintain regular and reliable attendance.
20. Perform other duties as assigned.

Work Environment

Industrial manufacturing environment. Facility is enclosed, ventilated, and heated but not air conditioned. Safety-toe footwear and safety eyewear are required. Hearing protection is required in designated areas. Gloves and other PPE are provided.

Physical Demands

Spends more than three-quarters (3/4) of the time standing, kneeling/crouching/stooping, using hands, and reaching. Able to lift up to 75 lbs. and occasionally position heavier material with the aid of a lifting device(s). Requires clear vision at close distances for reading blueprints, instructions, and precision measuring instruments.

Schedule

Full time. First shift 5:30 AM – 3:45 PM, Monday through Thursday. Overtime may be required.

Travel

Travel may be necessary for training.

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Activities, duties, and responsibilities may change at any time with or without notice.

For more information, call 573-642-2246 ext. 224. Or email hr@danuser.com.

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