

PACIFIC PRESS® PUBLISHING ASSOCIATION
JOB DESCRIPTION

POSITION TITLE: Maintenance Repair Technician – Electrical

REPORTS TO: Plant Service Director

SUMMARY: Perform duties of electrician for all installation, repair, modification, and construction of plant facilities and equipment. Assist IT with wiring projects. Assist in the baler room and perform PM on that equipment. Perform duties of warehouse/receiving journeyman in his absence.

ESSENTIAL FUNCTIONS OF THE JOB:

- I. Electrician functions
 1. Install, modify, troubleshoot and maintain electrical equipment.
 2. Order electrical parts for new projects and to maintain electrical equipment.
 3. Keep current on arc flash hazards.
 4. Assist IT with wiring projects.
 5. Keep electrical records as required.
- II. Maintenance functions
 1. Install, repair and maintain production, production support, and facility equipment.
 2. Construction and modification of plant facilities in disciplines other than electrical as needed including but not limited to carpenter, metal smith, and painter.
 3. Operating engineering shop equipment including but not limited to grinders, saws, drill press, and related power tools.
 4. Will be required to work as a carpenter, metal smith, painter, and electrician.
 5. Maintain flags in good condition and that they are flown appropriately.
 6. Perform smoke detector checks and emissions test on RTO.
- III. Assist Baler/Dust Collection System Operator functions in baler's absence
 1. Operate baler room equipment including shredder, balers, dust collection equipment, blowers and waste paper collection system.
 2. Clear waste paper and cardboard from all plant areas and dump trash.
 3. Keep work areas clean and swept up.
 4. Schedule trash pickups and bales/cardboard pickups, coordinate trucks and waste paper transportation.
 5. Keep records and do manifests as required.
 6. Perform required PM on all baler room equipment.
 7. Assist in the removal of dunnage pallets from Finishing and Pressroom.
 8. Assist in maintaining empty bin storage area.
 9. Assist in removal of waste paper bins from pressroom to bailer area.
- IV. General functions
 1. Serve as courier when required.
 2. Document maintenance and work performance in the "Engineering Service Requests" program.
 3. Perform duties of warehouse/receiving journeyman in his absence.
 4. Use all required safety equipment and PPE
 5. Maintain regular attendance at work and work overtime as required.
 6. Work a flexible schedule that may require nighttime and/or weekend hours as required.
 7. Be willing to work in all areas of production as needed.
 8. Comply with Pacific Press employee handbook guidelines.
 9. This job description is not intended to be all inclusive; the Maintenance Repair Technician – Electrical Contractor will also perform other reasonable related business duties assigned by the Director of Plant Services.

EXPERIENCE: Proven mechanical and electrical ability with at least 5 years electrical experience. Current Idaho Electrical Contractor's License is necessary and the ability to read blueprints and electrical schematics. The ability to follow written and verbal instructions. The ability to operate and maintain mechanical equipment and keep a clean work space.

EDUCATION: A minimum of high school diploma with ability to read, write, and communicate in the English language.

**PHYSICAL
REQUIREMENTS:**

A minimum of 18 years of age; good hand eye coordination; able to climb and work from ladders or elevated platforms; able to do all the physical activities related to the above job description; physical strength to lift loads up to 100lbs.