

PACIFIC PRESS® PUBLISHING ASSOCIATION
JOB DESCRIPTION

POSITION TITLE: Maintenance Repair Technician

REPORTS TO: Plant Service Director

SUMMARY: Perform duties of a repair technician for all installation, repair, modification, and construction of plant facilities and equipment. Assist IT with communication wiring projects. Assist in the baler room as needed. Perform duties of warehouse/receiving journeyman as needed.

ESSENTIAL FUNCTIONS OF THE JOB:

- I. Maintenance functions
 1. Install, repair and maintain production, production support, and facility equipment.
 2. Construction and modification of plant facilities, as needed in disciplines 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. Perform preventive maintenance tasks on production equipment and throughout the facility.
 5. Be able to read and follow and understand maintenance and parts manuals and schematics and provide parts manager with part numbers when parts are needed.
 6. Keep work areas safe, tidy and clean.

- II. Assist Baler/Dust Collection System Operator functions in baler's absence
 1. Operate baler room equipment including balers, dust collection equipment, blowers and waste paper collection system.
 2. Clear waste paper and cardboard from all plant and warehouse areas and dump trash bins.
 3. Keep work areas tidy, clean and swept.
 4. Coordinate and schedule trash and waste paper bale pickups.
 5. Keep records and do manifests as required.
 6. Perform required PMs on all baler and dust collection equipment.
 7. Assist in the removal of dunnage pallets from Finishing and Pressrooms.
 8. Assist in maintaining empty bin storage areas.
 9. Assist in removal of waste paper bins from pressroom to baler area.
 10. Be mindful and alert to for any hazards that could cause sparks or fire in the baling and dust collection areas. If detected, correct, if possible, and report to Safety Director, immediately.

- III. 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, if assigned, in his absence.
 4. Use all required safety equipment and PPE
 5. Be willing to learn and follow OSHA, Environmental, NFPA70E Fire Safety regulations, and keep equipment and facility maintained and functioning according to these standards.

6. Maintain regular and punctual attendance at work and willing to work overtime as required.
7. Must be able and willing to work a flexible schedule that may require nighttime and/or weekend hours.
8. Be willing to work in all areas of production if needed.
9. Comply with Pacific Press employee handbook guidelines.
10. This job description is not intended to be all inclusive; the Maintenance Repair Technician will also perform other reasonable related business duties assigned by the Director of Plant Services.

EXPERIENCE: At least 5 years of proven mechanical maintenance and repair experience. The ability to follow written and verbal instructions. Proven experience in proficiently operating and maintaining machines and equipment.

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

PHYSICAL A minimum of 18 years of age. Good hand eye coordination. Able to climb and work from ladders or high elevated platforms. Able to lift a minimum of 50 pounds. Able to work in hot and cold conditions.