

<b>POSITION TITLE:</b> Service Maintenance Technician I	<b>DEPARTMENT:</b> Engineering
<b>REPORTS TO:</b> Service Maintenance Team Leader	<b>FLSA DESIGNATION:</b> Non-Exempt
<b>DATE WRITTEN/REVISED:</b> 06/12/2018	<b>HR APPROVAL/DATE:</b>  <b>QA APPROVAL/DATE:</b>

**JOB SUMMARY:**

Service Maintenance Technician I is responsible for performing a variety of skilled technical duties and semi-skilled labor related to electrical and mechanical aspects in the facility, such, work in the maintenance, operation and repair of pumps, motors, mechanical, and electrical equipment, as well installing, troubleshooting, and repair mechanical systems, such as assembly machines.

**DUTIES AND RESPONSIBILITIES:**

This job description lists the major duties and requirements of the job and is not all-inclusive. Technician is expected to perform job-related duties other than those contained in this document.

- Performs various types of tests on mechanical and electrical equipment (Amperage, Volts, resistance, etc.). Repairs and maintains pumps, piping, electrical components, controls and instrumentation equipment.
- Repairs, maintains, installs, inspects, troubleshoots, and adjusts a variety of mechanical and electrical equipment at the facility. Equipment includes but is not limited to valves, motors and many different types of pumps.
- Operates, adjusts and performs basic maintenance on chillers, AHU, boilers, compressors, water treatment units, chemical mixing and other equipment to ensure compliance with established guidelines and procedures.
- Supports other departments, when needed, and be required to fill in as Mechanical Technician II.
- Initiates work orders and requests repairs by writing work orders. Ensures work orders are accurate and complete.
- Reads meters, gauges, charts and a variety of instruments.
- Performs record keeping functions such as logging information regarding plant operation, test results from process lab, maintenance work performed and unusual operating conditions.
- Uses and maintains a variety of hand and power tools.
- Required to respond to emergency callouts when is required and reside within a 30-minute response time to Unipharma LLC.
- Contributes to the efficiency and effectiveness of the department by offering suggestions and participating as an active member of a team.

**JOB DESCRIPTION (Continued)****POSITION TITLE: Service Maintenance Technician I**

Page 2 of 2

**SUPPORTIVE FUNCTIONS**

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the manager based upon the particular requirements of the plant:

- Team member for problem solving to maintenance related issues.
- Responsible for participation in internal plant audits.
- Participates in cross-training in Maintenance areas of responsibility.
- Promotes safe operating and working procedures.
- Keep effective working relationship with the staff and personnel contacted in the course of duties.

**SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES**

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities:

- Troubleshooting and repairing a variety of electrical/mechanical problems with a clear working understanding of Electrical Codes, Standard Procedures and guidelines.
- Knowledge of Safety regulations, principles, practices, related facilities and equipment. Also, Knowledge of safety data sheets (SDS)
- Performing skilled maintenance work in a safe and efficient manner.
- Must have legible handwriting, and the ability to perform accurate documentation.
- Must have good basic math skills such as adding, subtracting, multiplying, and dividing.
- Must be organized, capable of following instructions, and have the ability to coordinate multiple activities simultaneously.
- Contributing effectively to the accomplishment of team unit goals, objectives and activities.
- Familiar with safety protocols associated with lock out/tag out.

**PHYSICAL DEMANDS**

- Must have the skills, and judgment necessary to operate test meters, measurement tools, pallet jacks, scissors lifts and forklifts safely manner and without damage to materials, equipment, or facilities.
- Must be flexible in terms of working hours to meet requirements of position.
- See well enough to read, write and make observations.
- Hear well enough to converse on the radio, telephone and in person.
- Bodily mobility to walk, bend, stand, crouch or climb for extended periods of time.
- Must be physically able to operate hand and power tools, vehicles and heavy equipment.
- Must be physically able to lift equipment as necessary.
- Must be able to wear gowning and other personal protection as required for entry and work in Unipharma facilities.
- Must be able to lift up to 50 pounds and must be able to manipulate 55-gallon drums.
- Overtime may be required to meet deadlines

**JOB DESCRIPTION (Continued)**

**POSITION TITLE: Service Maintenance Technician I**

Page 3 of 2

**TRAINING**

**QUALIFICATION STANDARDS**

**Education:**

High School Diploma or GED certificate supplemented by formal technical coursework.

**Experience:**

At least Two (2) years of direct experience in electrical and mechanical labor in a position comparable. Requires direct experience with Preventative Maintenance Programs, or equivalent combination of education and experience

**Grooming:**

All employees must maintain a neat, clean and well-groomed appearance per Unipharma standards.

**This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.**

**Relevant position titles:**