

Job Description – Maintenance Lead Hand

Position: Maintenance Lead Hand

Location: IKO South

JOB SUMMARY:

Lead Hands perform work and coordinate, and assist operators and mechanics as required, to perform all tasks to enable continuous and uninterrupted production that conforms to all quality specifications and requirements, while minimizing waste in all forms.

In the absence of a supervisor, or as requested, Lead Hands will be required to fulfill all supervisory requirements, with the exception that they do not have the authority to hire, discharge, suspend, discipline, promote or demote employees.

REPORTS TO: Maintenance Superintendent

SUPERVISES OTHERS: No

FLSA STATUS: Non-Exempt

STATUS: Full-Time

KEY RESPONSIBILITIES

- Performs preventive maintenance inspections and service on machines
 - Thoroughly cleans machines and machine parts, removing parts and reinstalling as necessary
 - Oils and lubricates moving parts on machines to ensure effective performance
 - Records and reports damaged, worn, or broken parts
 - Installs replacement or repair parts for machines or machinery
 - Identifies the causes of unexpected breakdowns of machines
 - Diagnose and repairs broken machines quickly and efficiently
 - Prepares reports documenting work performed
 - Cleans, organizes, inventories, stocks, and otherwise maintains shop areas, parts, tools, and supplies
 - Coordinates with managers to schedule regular maintenance on machines
 - Collaborates with Plant Superintendent and Maintenance Superintendent regarding new products/machines being added/installed and modifications that will be required
 - Makes necessary modifications and implements tests runs; confers with product manager regarding test results and makes additional alterations to machinery as required
 - Maintain quality workmanship
 - Must perform all tasks safely in accordance with company policies
 - Detect and troubleshoot irregularities and malfunctions

- Building maintenance
- Periodic “on-call” or weekend/off shift hours
- Ensure all safety equipment (guarding, emergency stops, etc.) are present and in proper working order
- Hot work and lock out / tag out operations
- Attend monthly safety meetings and training as scheduled by supervision
- Maintain Cleanliness of work area
- Perform other duties as assigned

PHYSICAL REQUIREMENTS OF THE JOB

SEE JOB DEMAND ANALYSIS

SUCCESS CRITERIA

- 5S workspace
- Accurate and timely completion of maintenance projects
- Accurate and timely completion of forms and records such as hot work permits, inspections, preventive maintenance schedules, work orders, etc.

WORKING CONDITIONS

- Working in an environment where various rubber, adhesives, grease, oils, carbon black, steam and industrial manufacturing machines are used is a requirement of this job role when working on projects

EDUCATION/EXPERIENCE

- 5+ years of experience in a manufacturing maintenance setting – Preferred
- Electrical, hydraulic, pneumatic, mechanical experience – Preferred
- Basic conceptual design skills – Required
- Minimum High School education or equivalent – Required
- Fork Lift license and certification – Preferred

SKILLS

- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines

- Strong analytical and problem-solving skills
- Take initiative to identify and resolve problems

ABILITIES – JOB RELATED

- General computer knowledge
- Personal Protective Equipment (PPE), safety and values focused
- Leading by example with safety and safe work habits
- Must be able to lift 90 pounds minimum at a time
- Prolonged periods working on feet, using tools, and performing repetitive actions that entail frequent bending and stooping
- Good hand dexterity
- Visual acuity to read instructions, operate machines, and inspect parts produced
- Understand units of measure in standard, metric, PSI and temperature
- Comprehend information and ideas presented verbally or in writing
- Use effective time management to ensure that tasks and projects are completed within agreed time limits
- Operate fabrication equipment / fabrication work
- Rigging and handling, working at heights

ABILITIES – PERSONAL

- Produce a tangible, positive impact
- Work effectively as part of a team or as an individual
- Achieve consistently high results
- Demonstrate high standards of professional conduct

DISCLAIMER: 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. Duties, responsibilities and activities may change at any time with or without notice.

REVIEW & APPROVAL

Signature:

Title: Maintenance Superintendent

Human Resources Coordinator

Date:

I have read this job description and the physical requirements for the position. I have had the opportunity to discuss any questions or concerns with the supervisor of the department.

Employee Signature:

Date: