

VERMONT PRECISION TOOLS, INC.

MAINTENANCE

JOB DESCRIPTION

Maintenance Technician Class A

**VALUE STREAM /
DEPARTMENT:** Maintenance

**STATUS & PAY
CLASS:** Full Time - Hourly / Non-Exempt

SHIFT: Shift (10% shift differential) - OT May Be Required

**TRAINING / WORK
SCHEDULE:** Work:

Alternative work hours may be considered, if applicable

WAGE RATE: \$18.00 to \$34.00

Starting wage is negotiable based on previous knowledge/experience

**POSITION
SUMMARY:** Maintenance Technician Class A is responsible for a variety of maintenance tasks (including preventative maintenance) as well as general upkeep throughout the facility. Maintenance Technician Class A is a high-level position, progressing from the Class B Technician skillset level.

I acknowledge that I have fully read and understand this job description.

Employee Name (please print):

Employee Signature: _____ Date:

Supervisor Signature: _____ Date:

Essential Job Functions

As a Maintenance Technician Class A, the employee will be trained and responsible for a variety of tasks pertaining to the manufacturing and facility upkeep.

Job functions that will be trained are as follows:

- Responsible for receiving, cleaning and/or maintaining the various cutting fluids, preservatives, wash fluids and filters.
- Responsible for the handling and/or maintaining of various hazardous and non-hazardous fluids and waste streams in accordance with state and federal regulations
- Performs a variety of maintenance and preventative maintenance tasks for the following areas:
 - Manufacturing machines and/or equipment
 - Warehouse machines and/or equipment
 - General upkeep of the facility including:
 - Carpentry
 - Plumbing
 - Electrical

Essential Job Functions Continued

- Must possess strong knowledge and understanding of, with the ability to monitor and take action for the following:
 - Air Handling Units
 - Mechanical Room Equipment
 - Lean Dispatch System
- Will be certified and expected to maintain certification for operating manual or motorized forklift/truck, scissor lift, pallet jacks and other facility type equipment
- Responsible for the diagnosis and repair of mechanical, hydraulic, pneumatic, plumbing and electrical problems with machinery and equipment throughout the facility
- Responsible for fabricating fixtures and/or building items to assist the manufacturing and/or support processes

Follows all company policies, ergonomic standards, and safety requirements

Perform other duties as required

- The omission of specific statements of duties does not exclude them from the position if the work is

similar, related or a logical assignment to the position

Regular and on-time attendance is required

- Be at work on time when scheduled to work, and remain at work throughout the established work schedule

Qualifications

REQUIRED

Education:

- High school education required or an equivalent of education and experience from which comparable knowledge and abilities can be acquired
- 5 (five) years minimum of prior work experience or formal education in an industrial environment to include the following:
 - Working knowledge of hydraulic and pneumatic operations and repair
 - Working knowledge of lathes, milling machines, drill presses, variety of band saws and surface grinders
 - Working knowledge of plumbing pertaining to installation or repair
 - Strong carpentry skills
 - Arc, Mig/Tig welding, brazing and soldering
 - Basic knowledge of the following:
 - Basic Industrial Electrical Skills such as:
 - Proximity switches
 - Motors
 - Fuses
 - Interlocking mechanism
 - Plumbing pertaining to installation or repair
 - Basic carpentry skills
 - RCRA, DOT and HAZWOPER Certifications required (Company sponsored classes)

Qualifications Continued

Experience/Skills and/or years of specific experience:

- Ability to read, write and perform basic math functions in the areas of fractions, decimals and metric

including conversions for each as well as working knowledge of basic geometry and trigonometry.

- Proficiently mechanically inclined
- Must have the knowledge of and ability to operate a forklift
- Must have the ability and the understanding of reading mechanical and electrical blueprints
- Moderate-strong computer skills and the ability to operate in a Windows and non-Windows format
- Ability to establish and maintain a professional and effective working relationship with co-workers and other employees at all levels in the organization
- Effective written and/or oral communication skills to interact with employees at all levels of the organization
- Ability to carry out assigned tasks and projects to their completion with minimal supervision
- Ability to work independently and with multiple tasks
- Ability to work within an atmosphere of continuous improvement and teamwork.
- Quality oriented with attention to details
- Familiarity with LEAN principals and waste elimination are a plus
- Must be 18 years of age
- May be required to travel to attend seminars and training sessions to learn best practices in regards to safety and the operations and maintenance and preventative maintenance of machinery/equipment

Additional Requirements:

- Employment is contingent upon satisfactory completion of criminal background investigations as well as passing a post-offer, pre-employment drug screen

Tools & Equipment Used

While acting as Maintenance Technician Class A, the employee will be expected to use the following machinery and/or equipment:

- Lathes
- Surface Grinders
- Milling Machines
- Band Saws
- Drill Press
- Welders and torches
- Ladders

- Dollies and carts
- Motorized Scissor Lift
- Fork Truck

Tools & Equipment Used Continued

- Pallet Jacks
- Supply elevator/lift
- Sump Sucker
- Dock Plates
- A wide variety of hand, power, gardening and facility tools
- Requires frequent use of computer (Use of Company's specialized internal software programs)
- Copier, printer, and scanner
- Calculator
- Telephone
- 2-Way Radio

Work Environment

- This position is subject to Vermont Precision Tools' Drug and Alcohol Free Workplace Program.
- Works within the Operations Division of Vermont Precision Tools at the Swanton Vermont Manufacturing Facility and reports directly to the Maintenance Team Leader and Manager.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The warehouse and manufacturing work environment may require the employee to be exposed to adverse conditions:
 - Noise
 - Dirt/dust/odors/fumes/mists/vapor
 - Industrial fluids/chemicals (Coolants, oils, etc.)
 - High heat and humidity levels
 - Extreme cold temperatures
 - Areas requiring attention to safety procedures when exposed to that area

Physical Demands

Identify physical demands typically encountered and reasonably anticipated in this position.

- The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Physical Demands Continued

Physical Requirement	P O F C	Physical Requirement	P O F C
Sitting	X	Distinguishing colors	X
Standing	X	Communicating through writing	X
Walking	X	Communicating through speech	X
Climbing while balancing (Step stool/ladders)	X	Lifting/carrying 10-25 pounds	X
Squatting/kneeling/crawling	X	Lifting/carrying 26-50 pounds	X
Use of feet (Foot pedals while balancing- flexion)	X	Lifting/carrying >50 pounds	X
Foot Action (Standing on elevated lift platform)	X	Pushing/pulling	X
Repetitive use of fingers (picking, pinching)	X	Handling (holding, grasping, gripping)	X
Keying/Typing	X	Bending or twisting (at waist level)	X
Feeling (Perceiving attributes of objects)	X	Reaching to side (Side bend)	X
Hearing conversations or sounds	X	Reaching above shoulder level	X
Seeing objects at a distance	X	Neck flexion/extension (chin to chest/chin away from chest/body)	X
Seeing objects peripherally	X	Neck Twisting (side to side)	X
Seeing close work	X	Repetitive wrist motion (flexion/rotation)	X

Reading

X

Overnight travel

X

Other: (Please list and describe)

Mark each of the above physical actions with the rating that best matches the expectations of the position, based on a week's time period, using the following scale:

- | | |
|--|---|
| P: <i>Present (Less than 1% of the time), but may or may not be essential to the position</i> | F <i>Frequently required (over 34-66% of the time) and essential to the position.</i> |
| O: <i>Occasionally (up to 33% of the time) and essential to the position.</i> | C <i>Continuously required (over 67-100% of the time) and essential to the position.</i> |

Please forward signed job description to Human Resources. Thank you.

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Revised: June 30, 2024

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