



## JOB DESCRIPTION

**JOB TITLE:** Maintenance Technician

**FLSA STATUS:** Non-Exempt

**SUPERVISOR'S TITLE:** Maintenance Manager

**General Summary:** Responsible for anticipating, diagnosing and repairing all areas of the facility along with any other tasks necessary to complete such work.

### **Essential Duties and Responsibilities:**

- Coordinate and schedule all repairs, problems, diagnosing problems and preventative maintenance with operations. Prioritize actions according to most important.
- Rotating monthly PM (preventative maintenance) duties such as mobile, On-call monthly, welding/electrical projects, radio calls etc.
- Changing of the hammermill screens and hammers as needed, ethanol load-out filters quarterly,
- Clean and monitor centrifuges (PM) for repairs and potential rebuilds.
- Take on projects in house to cut down costs if time allows
- Assist in semiannual shutdown cleaning duties.
- Maintain files and process work orders to document costs and equipment numbers associated with each task.
- Remove, install, rebuild, weld, torch, lubricate and clean all equipment associated with the process.
- Perform equipment, instrument and electrical work as needed.
- Communicate directly with the production department ensuring problems and tasks are addressed in a timely manner
- Complete tasks assigned by Maintenance Manager as scheduled or on-call basis
- Assist Maintenance Coordinator and CMMS Scheduler with inventory management and entering work orders.
- Compliance with all city, state and federal regulations.
- Maintain a safe manner at all times.
- Various tasks assigned by management and staff.

**Required Knowledge, Skills, and Abilities:** Must possess good communication skills, time-management skills, multi-tasking, detail-oriented, problem solving skills, good judgment, computer literacy, safety and security knowledge. Ability to handle pressure when there is an upset in the process. Ability to weld, torch, pump alignment, material handling systems, and fork lift experience. Ability to interpret and apply instructions, specifications, blueprints, and procedures. Some knowledge of electrical systems and equipment including pumps, generators and electric motors.

**Education and Experience:** No prior experience required. A.A., B.S. and/or technical education is preferred. Prior maintenance experience is helpful.

**Physical Requirements:** Must also be able to perform the following physical requirements, either with or without reasonable accommodation, which also constitute essential functions of the position:

- Ability to lift at least 60 lbs.
- Regular attendance, must have ability to work different hours, nights, weekends, and respond to on call when needed.
- Manage Confined Space Entry
- Shoveling of corn or other bulk materials and other duties involving strenuous physical labor.
- Ability to understand the boards (DCS/computers) to assist in situations.
- Able to work within facilities and outdoors, with exposure to large moving equipment, chemicals, loud noises, vibrations, dusty conditions, extreme temperatures
- Operate and manage general office equipment
- Able to freely access all areas of Company premises, including going up and down stairs
- Ability to climb and maintain balance on ladders and elevated walkways and work at heights of at least 30 feet but may extend to 150 feet such as top of grain leg (plugged leg or troubleshooting).
- Follow and enforce all safety precautions.
- Operate the JLG, fork lift, scissor lifts, skid loader/end loader, shuttlewagon.
- Frequent use of Homeland supplied power tools and equipment such as but not limited drills, impacts, grinders, welder, torch cutters, etc. Use of various hand tools such as wire cutters, screwdrivers, hammers, wrenches, pliers, levels, clamps, etc.
- Frequent overhead work when troubleshooting or fixing/maintaining equipment.
- Frequent sitting, lifting, pulling, bending, stooping, crouching, kneeling, reaching, twisting and forward-bend standing.
- Use of both hands to maintain/fix equipment. (May need one to hold and other for tool.)
- Use of a two-way radio for communication.
- Communicate to employees and management for direction.
- Operate company vehicles to run errands for plant as needed.

**Working Conditions:** Work areas may have exposure to dust and other particles, various weather conditions, various temperatures, loud noises, vibrations and other extremes. Must be able to work safely with exposure to chemicals and while working with heavy moving machinery.

*While this job description attempts to identify a number of essential functions required of the position and offers various examples of the kinds of physical demands required, it does not list all the duties of the job and other duties may be required or assigned. Additionally, this job description is in no way a contract of employment and it does not affect the at-will nature of any employment relationship.*

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