

## JOB AND POSITION DESCRIPTION

**“CONFIDENTIAL”**

<b>Title:</b>	<b>Maintenance Technician</b>		
<b>Department:</b>	Maintenance	<b>Date:</b>	04/2024
<b>Location:</b>	Gray Court, South Carolina	<b>Grade:</b>	

### 1. PURPOSE OF THE JOB

The maintenance technician position is responsible for performing highly diversified duties to install, troubleshoot, repair and maintain production and facility equipment whether it be electrical or mechanical according to safety, predictive and preventative maintenance systems and processes to support the achievement of the business goals and objectives.

### 2. RESPONSIBILITIES AND AUTHORITIES (What you are supposed to do)

Perform highly diversified duties to install and maintain production machines and the plant facility's equipment.

- Provide emergency/unscheduled repairs of production equipment during production and performs scheduled maintenance repairs of production equipment during machine service.
- Perform simple machinist duties and responsibilities.
- Perform maintenance skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, plumbing troubleshooting and repair of production machines.
- Read and interpret equipment manuals and work orders to perform required maintenance and service.
- Diagnose problems, replace or repair parts, test and make adjustments.
- Perform regular preventive maintenance on machines, equipment and plant facilities.
- Use a variety of hand and power tools, electric meters and material handling equipment in performing duties.
- Detect faulty operations, defective material and report those and any unusual situations to proper supervision.
- Comply with safety regulations and maintain clean and orderly work areas.
- Other duties, activities or responsibilities as assigned

### 3. QUALIFICATIONS AND COMPETENCIES

(Skills you need to fulfill your responsibilities, including education and experience)

<b>Formal Education</b>	<input checked="" type="checkbox"/> HS Diploma or GED equivalent , AA or AS degree preferred. <input type="checkbox"/> Minimum of 3 years of manufacturing setting or equivalent experience <input checked="" type="checkbox"/> Work Keys -not required but a plus
<b>Required competencies of the position</b>	<ul style="list-style-type: none"> <li>• Must be Team player who takes initiative</li> <li>• Positive Attitude</li> <li>• Ability to lift at least 35 pounds</li> <li>• Basic understanding of SAP or other ERP systems</li> <li>• Basic understanding of the metric system preferred</li> <li>• Must be able to work in a rapid work environment</li> <li>• Forklift experience</li> <li>• Must be able to stand on concrete floors for long periods of time</li> <li>• Must have a valid drivers license</li> </ul>

<b>Main Accountabilities</b>	This position reports directly to Michael Ziemba –Spunlace Maintenance Manager
<b>Physical Demands</b>	This position requires frequent lifting and/or move up to 10 pounds and occasionally lifts and/or move up to 25 pounds. The position requires frequent lifting, walks and stands for long periods of time and performs occasional physical labor. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.