

Job Title: Mill Maintenance Mechanic**Job Summary:**

This position is responsible for troubleshooting, repairing, maintaining and installing production equipment and machinery. Will also share tasks and responsibility with property maintenance in performing maintenance repair and upkeep of the buildings and structures.

Essential Functions and Responsibilities:

- Wear all required personal protective equipment and safety gear and insure that all safety devices are functioning properly in accordance with company policy
- Utilize company provided handheld device to log labor time and scan parts out to work orders via CMMS software
- Do the walk through of the process area check work orders, prioritize maintenance requests, troubleshoot repairs, prepare a plan and coordinate with supervisor and co-workers a schedule to complete work in a timely manner
- Competently operate a fork truck according to manufacturer's guidelines and Company safety rules
- Operate mechanical equipment, machinery and hand tools when necessary
- Perform physical activities that require considerable use of arms, legs and whole body. Including but not limited to lifting, balancing, walking stopping, climbing, sitting, crouching pushing, standing, bending, and handling materials within a manufacturing environment
- Replace, repair, adjust, install and modify electrical, mechanical or hydraulic, pneumatic equipment, tools and machinery as needed
- Perform tasks that require welding
- Perform and complete preventative maintenance tasks on equipment as required
- Clean, maintain, and properly store all maintenance equipment and tools
- Support continuous improvement in department, complete all required paperwork and communicate with supervisor and co-workers to pass information on with next shift mechanic
- Keep work area and shop clear, clean and organized, complete other related duties as assigned or directed by the Supervisor
- Observe all areas of the facility for maintenance criteria, report deficiencies to supervisor and complete appropriate audit forms, inventory forms, and maintenance log book as required
- Follow and comply with all safety rules and procedures

Qualifications/Skills:

- Must have a High School diploma or proof of GED
- (2) years' journeyman-level experience in industrial maintenance field and/or combination of education, training and experience to successfully compete tasks
- Must be able to follow verbal and written instruction, to multi-task and prioritize projects, respond to inquiries/incidents and work calmly/effectively under varying conditions (heat, snow, ice, rain etc.)
- Ability to perform task that require mathematical skills
- Ability to maintain and repair various types of forklifts including electric, gas-powered, and propane powered
- Ability to regularly life and/or move tools, materials and equipment weighing up to 50 pounds and occasionally up to 100 pounds, climb ladders/stairs and work from varying heights and elevation
- Must possess a valid driver's license
- Must maintain the physical condition commensurate with the demands of the position and able to stand-walk for extended periods of time
- Must be able to use, or learn to use, the equipment and tools used to perform the job.
- Ability to manage time efficiently
- Attention to detail and accuracy when completing tasks as well as perform work without supervision
- Flexibility and the ability to adapt quickly in a fast-paced environment
- Ability to perform all essential functions and responsibilities in an efficient manner
- Ability to work effectively, both independently and as part of a team
- Strong work ethic

EEO

Drug screen and Background check are required prior to employment

Must be 18 years or older to apply

Email resumes to: hr@ervingpapermill.com