



## Group Leader Machine Maintenance Job Description

<b>Reports To:</b>	Manager	<b>Department:</b>	Machine Maintenance
<b>Classification:</b>	Exempt	<b>Date:</b>	6.21.2013

### **SUMMARY:**

This is technical and first line supervisory electronic and electro-mechanical maintenance work. Employee is responsible for supervising the inspection, repair, calibration, overhaul, and modification of a variety of electronic and electro-mechanical equipment in a shop environment on the shift to which assigned. Employee has latitude for independent judgment and action within established guidelines.

### **ESSENTIAL FUNCTIONS:**

- Implementing preventative maintenance plans for all equipment
- Performing preventive maintenance on electrical and mechanical equipment in accordance with standardized procedures.
- Designing, assembling, and testing hydraulic, pneumatic, and electrical equipment and systems (involves circuits, relay logic, wiring, motors, servo drives, etc.)
- Designing, fabricating, machining, and repairing jigs, fixtures and parts (metal, plastic, and wood) for projects, equipment repair, maintenance work orders, and machine modifications.
- Writing, programming, troubleshooting, modifying and/or repairing programmable logic controllers, robotics, and other electronic equipment.
- Troubleshooting and repairing hydraulic, pneumatic, and electrical equipment using standard and specialized hand/power tools (pipe threader, press, welder, cutting torch, machining, and diagnostic equipment).
- Troubleshooting, replacing and/or repairing machine components including cylinders, pumps, motors, spindles, fixtures, slides, valves, gears, switches, and bearings.
- Performing basic administrative skills including computer data entry and documentation of work performed by written and electronic methods.

### **NON-ESSENTIAL FUNCTIONS:**

Current information and techniques of management information systems and operations. Statistics, research, and reporting methods.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of electronic theory as applied to electronic/electro-mechanical equipment, operating principles of calibration and work standards, and schematics diagrams.
- Knowledge of maintenance systems, programs and policies.



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- Ability to effectively supervise, evaluate and train assigned personnel.
- Ability to communicate effectively both orally and in writing.
- Ability to deal courteously and effectively with others.
- Demonstrated ability to diagnose maintenance problems and render problem solving assistance.

### **SUPERVISORY RESPONSIBILITIES:**

Responsible for hourly employees, Team Leaders, & Group Leaders.

### **WORKING CONDITIONS:**

Ability to sit and work at a computer for extensive periods. Work includes but is not limited to bending, standing, stretching, walking, talking, seeing & hearing. Must be capable of lifting and handling up to 33 lbs. Position will work in a typical office environment with a moderate noise level. The employee may visit the manufacturing environment where personal protective equipment is required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or high school equivalency certificate supplemented by formal training in electro/electro-mechanical systems maintenance or related fields. Extensive experience in an electronics or electro-mechanical shop environment with experience in maintaining and installing state of the art digital and analog circuitry. Experience as a Supervisor is desired. An equivalent combination of education and experience may be acceptable.

- Bachelor's degree (BS / BA) Electromechanical from an accredited University
- Lean Manufacturing
- Six Sigma
- Project Planning

*These statements are intended to describe the general nature and level of work to be performed and are not intended to be an all-inclusive list of responsibilities and duties.*