



17578 400th Street, Box 100, Avon, MN 56310
(320) 746-2781 | Fax (320) 746-2782

Job Title: Maintenance Technician
Department: Manufacturing
Reports To: Maintenance Manager and Shop Foreman
FLSA Status: Hourly – Non-Exempt

SUMMARY:

Under the direct supervision of the Maintenance Manager and Shop Foreman, the responsibilities of the Maintenance Technician position include maintaining shop cleanliness and organization, perform and document preventive and safety inspections, maintain shop yard, assist shipping, receiving, and production floor. This position is key to maintaining a clean, safe, and healthy work environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with performing and tracking equipment preventive maintenance and safety check lists.
- Operate forklift to move material and for general clean up.
- General factory floor clean-up in common areas.
- Empty shop floor garbage barrels/bins into outside dumpsters.
- Deliver and pick up parts at local vendors.
- Deliver and pick up parts at distances greater than 30 miles, when necessary.
- Mow lawn, plow snow and other yard work, when necessary.
- Sanitize and clean common touch surfaces during pandemics.
- Clean shop equipment following necessary safety protocols.
- Assist fabricators on the shop floor.
- Perform routine maintenance around the facility.
- Other duties as assigned or requested.
- Must have a clean motor vehicle record.

SUPERVISORY RESPONSIBILITIES:

- There are no supervisory responsibilities associated with this position.

QUALIFICATIONS:

- Ability to drive safely and follow motor vehicle rules and laws.
- Mechanical repair aptitude.
- Ability to accomplish tasks with little supervision.
- Ability to recognize or detect safety concerns and address them.
- Rely on experience and judgment to plan and accomplish goals.
- Demonstrate willingness to work with others in a team environment.



- Positive, willingness to learn and participate in a changing environment to reach a common goal.
- Ability to take instruction and perform work.
- Ability to follow safety procedures and policies creating a safe working environment for self and others.

EDUCATION AND EXPERIENCE:

- General knowledge of equipment maintenance.
- Two plus years' experience in maintaining equipment.
- Strong mechanical ability.
- Electrical and plumbing skill, desired.
- Proof of clean driving record with the ability to obtain a DOT Medical Certification.
- Must be able to pass Forklift Certification.
- Must have basic math and computer skills.
- MS Office experience, a plus.

PHYSICAL DEMANDS:

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

Perform work standing in a manufacturing environment for 8-10 hours per day.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 40 pounds. Lifting devices must be used or help must be requested for anything over 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to qualify for respirator use.

Must be at least 18 years of age. Potential employees that were offered a safety sensitive position will be required to successfully pass a pre-employment drug screening.

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