

Specialty Seal Group, Inc.

Position: Maintenance

Date: October 2013

Reports to:

Approved by: J.C.R.

Responsibilities and authority:

- Install, maintains, and repairs machinery, equipment, pipe, and electrical systems in industrial establishments
- Follows specifications, blueprints, manuals, and schematic drawings
- Uses hand tools, power tools, hoists, cranes, and measuring and testing instruments
- Visually inspects and tests machinery and equipment, dismantles defective equipment and installs new or repaired parts
- Performs and records preventive maintenance tasks as required per schedules
- Cleans and lubricates shafts, bearings, gears, and other parts of machinery
- Repairs and maintains the physical structure of the establishment
- Ability to work with all levels of Management & Coworkers
- Coordinate and Prioritize day to day activities
- Ability to work well under pressure
- Ability to work with and without supervision
- Willingness to make an important decision when necessary

Minimum qualifications and experience requirements:

- +3 years' experience maintaining and repairing equipment in a manufacturing facility

Acknowledgement: I acknowledge receipt of this job description and I understand my position, responsibility, and authorities.

Signature of employee: _____

Date: _____

Print name: