

## Job Description

**Title:** Machine Maintenance

**Exempt or Non-Exempt:** Non-exempt

**Primary Purpose:** To maintain, repair, or replace all equipment involved in the operation of the plant.

**Essential Functions of the Job:** Maintain, repair, or replace all equipment involved in the operation of the plant. To order outside services when needed (*Maintenance Foreman only*), order parts for equipment (*Maintenance Foreman only*), and perform safety inspections on certain equipment. Ability to lift up to 75lbs periodically.

The above describes some, but not all, of the duties that may be assigned to keep the shop running efficiently.

**Qualifications:** Knowledge of and direct or related experience of repair and maintenance of equipment, especially machinery used in the specialty steel industry.

**Knowledge of electrical machine repair and maintenance is essential.**

One to two years minimum experience is required. Knowledge of burning and welding.

### Physical Demands:

- ☒ Lifting up to 75lbs.
- ☒ Carrying
- ☒ Pulling
- ☒ Pushing
- ☒ Reaching
- ☒ Shoveling
- ☒ Manipulating
- ☒ Keying/typing
- ☐ Other \_\_\_\_\_

Physical effort is applied in the following work positions (check all that may apply):

- ☒ Sitting
- ☒ Stooping
- ☒ Standing
- ☒ Bending
- ☒ Walking
- ☐ Confined
- ☐ Other \_\_\_\_\_

**Mental or Visual Demand:**

**Working Conditions:**

**x Dust**  
**x Fumes**  
**x Dirt**  
**x Noise**  
**x Heat (summer)**  
**x Vibration**  
**x Cold (winter)**  
**x Water**  
**x Oil**  
**x Grease**  
**Other** \_\_\_\_\_

**Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.**

**Attendance:**

**While all employees are expected to comply with company attendance standards, the nature of some positions may require different standards in order to fulfill the essential functions of the job.**

**Immediate Supervisor** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Human Resources** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee** \_\_\_\_\_

**Date:** \_\_\_\_\_