



## JOB DESCRIPTION

**POSITION:** Maintenance Technician

**REPORTS TO:** Maintenance Manager

**FLSA STATUS:** Non-Exempt

**DATE UPDATED:** 7/13/18

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Precision Paper Converters, LLC, is a growing paper converter located in Kaukauna, WI. Established in 1991, under current ownership since 2002, PPC is the only company in North America to focus on facial tissue as its main product category. PPC team members enjoy competitive pay and a strong benefits package including medical, dental, life, disability, 401K with company match, bonus program, and a wellness program.

We are looking for a Maintenance Technician familiar with maintaining both simple and sophisticated machinery. This position requires being on a call rotation for weekend coverage. This is a second shift (2:00 PM to 10:00 PM) or third shift (10:00 PM to 6:00 AM) position.

Maintenance Technicians perform preventive maintenance and troubleshooting of machinery that incorporates industry best practices.

### KEY DUTIES AND RESPONSIBILITIES

- Practiced in safe work habits.
- Keep production equipment running efficiently on a day-to-day basis. This includes mechanical, electrical, pneumatic and vacuum systems.
- Knowledge of the mechanical systems used in web handling equipment and machinery. This includes interfolders, slitters, calanders, unwind stands, plybonders, spray systems, log saws, cartoners, glue systems, hydraulic systems, pneumatic systems. Knowledge of HVAC systems is helpful.
- Knowledge of the electrical and control systems used on the equipment is important. This includes PLC's, servos, HMI's, 480-volt power, 120- and 24-volt control.
- Participate in training sessions with machine operators, teaching fundamental procedures and techniques for proper operation and adjustment of equipment.
- Participate in training exercises and classes required to remain competent in the maintenance field.
- Maintain and repair the building, building equipment, and grounds.

In addition to technical skills related to problem solving, a successful technician will have the soft skills necessary to:

- Lead the troubleshooting effort of problems using their own knowledge and experience.
- Collaborate with internal resources and utilize external resources such as vendors, engineers, and contractors for more detailed problem solving.
- Lead internal and external resources in improving safety, quality, system efficiencies, product testing, and trials.
- Be an effective communicator and team member.
- Assist in developing scope and cost estimates for upgrades and process changes.
- Find process improvement ideas and presents them for consideration and implementation.
- Share Technical knowledge with operations to help build overall skills and troubleshooting capabilities.



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### **REQUIRED SKILLS/QUALIFICATIONS:**

- High school diploma or GED

### **PREFERRED SKILLS/QUALIFICATIONS:**

- Associates degree in Electromechanical Technician or equivalent.
- Lean manufacturing knowledge/skills
- Computer literacy in Microsoft applications
- A combination of appropriate education and experience to be successful with the above duties and responsibilities, with considerable knowledge in the following areas:
  - Mechanical systems
  - Millwright applications
  - Electrical
  - PLC programming
  - Pneumatics
  - HVAC
  - Welding

**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."

While performing the duties of this job, the employee is regularly required to:

- Ability to work on feet and stand for eight consecutive hours.
- Reach with hands and arms, required to bend and squat.
- Required to smell occasionally.
- Required to lift and/or move up to 35 lbs. over head on a frequent basis.
- Ability to do somewhat physically demanding maintenance/repair work on machines for up to eight hours per day.
- Specific vision abilities: close vision, distance vision, ability to adjust focus.
- Talk, hear, stand, step, walk, sit and use hands to finger, handle or feel.

**Disclaimer:** The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.