

Bullseye Glass Co.

Job Description

Department: Maintenance

Position: **Maintenance Mechanic, Level 1**

Lines of Responsibility

Reports to: Maintenance Supervisor

Essential Job Functions

Clean and organize Maintenance shop and around furnaces
Inventory, counting, organizing
Stocking and pulling parts
Prep work for Furnace Builders and help when needed
Run errands
Work directly with Maintenance Mechanic when needed: equipment repairs and P.M.

Requisites (Education, Training, Experience, Skills)

High school diploma or equivalency
Entry level position; requires no training or experience.
Must be a good listener and have the ability to follow verbal and written instructions.
Must have a valid driver's license and a clean driving record.(i.e., no tickets during the past 12 months).
Work well independently and also a team player
Good organizational skills
Must be at least 18 years of age
Ability to operate forklifts and man lifts

Training Period

Up to six months.

Physical requirements / Use of Senses

Standing/walking: Frequently. To move throughout the plant areas.
Lifting/carrying: Frequently. To use various hand and power tools. To carry trash collection and maintain maintenance shop area. Typical weight between 10 and 50 lbs.
Handling/grasping: Frequently. To use various hand and power tools. To carry trash collection and maintain maintenance shop area.
Speaking/hearing: Frequently. To speak with employees and supervisors and follow verbal instructions.
Finger dexterity: Frequently. To use various hand and power tools. To maintain maintenance shop area.
Near vision: Frequently. To perform preventative maintenance duties and janitorial duties.
Far vision: Frequently. For maneuvering about the plant and driving the company truck on errands.

Mental requirements / Attributes

Interaction with others: Frequently. Communicates with co-workers, supervisors, employees.
Time/deadline/shift/overtime requirement: Frequently. Job requires considerable coordination with other employees and supervisor in the rotation of job duties assigned on each shift.
Attention to detail: Frequently. Accuracy is critical for almost all phases of the job.
Critical judgment: Frequently. May need to identify problems or assess situations quickly.
Positive attitude: Continually. Essential while working in an environment with time stressors and working closely with co-workers.

Operation of Equipment / Tools

Company Pick-Up Truck: Frequently. To pick-up and deliver supplies and material from various contractors and vendors.
Various Power Tools: Occasionally. To perform preventative and corrective maintenance job duties. To mow company grounds.
Various Hand Tools: Frequently. To perform preventative and corrective maintenance job duties.

