

Bullseye Glass Co.

Job Description

Department: Maintenance

Position: **Maintenance Mechanic-Millwright**

Lines of Responsibility

Reports to: Maintenance Supervisor

Essential Job Functions

Perform preventative and corrective maintenance on factory equipment/machinery including but not limited to: disassembling machinery; repair or replace broken or malfunctioning components; perform tests and run initial batches to make sure that the machine is running smoothly; adjust and calibrate equipment and machinery to optimal specifications; trouble shoot minor problems by performing basic diagnostic tests; clean and lubricate equipment or machinery; test and check the performance of machinery; adjust and align machine parts; calibrate sensors and controls

Install machinery and equipment

Understanding of pneumatics and Hydraulics

Perform electrical connections and repairs.

Assist in the fabrication of production implements and special projects.

Perform preventative, corrective and predictive maintenance on building structures.

Understanding of gears, electric motors, pulleys, bearings and controls

Fabricate and weld as needed

Familiar with general preventative maintenance

Documenting repairs

Other Job Functions

General clean-up of plant and maintenance work area.

Running errands as needed.

Requisites (Education, Training, Experience, Skills)

5+ years' experience in an industrial maintenance position.

Ability to read and work from blueprints, schematics and technical manuals to understand equipment; electric motors and controls

Mig, Tig and Stick welding experience

Current Oregon LME license helpful or college related electrical courses

Must have good problem-solving abilities

Must have good decision-making skills

Must work well in a team atmosphere

Good communication skills

Ability to prioritize

Positive attitude a must

Fabrication skills to include pipe work, sheet metal, and other applicable experience.

Good overall mechanical abilities.

Computer skills to include: MS word, MS excel,

Valid Oregon Driver's license

Training Period

One year.

Physical requirements / Use of Senses

Standing/walking: Frequently. To move throughout the plant areas.

Lifting/carrying: Frequently. To use various hand tools, power tools and construction materials.

Typical weight between 10 and 100 lbs.

Handling/grasping: Frequently. To use various hand and power tools.

Speaking/hearing: Frequently. To speak with employees and supervisors and follow verbal instructions.

Finger dexterity: Frequently. To use various hand and power tools, in the repair and maintenance of the facility and plant equipment.

Near vision: Frequently. To perform various maintenance duties throughout the plant area.

Far vision: Frequently. For maneuvering about the plant.

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 and be able to determine needed action.

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 Hand Tools: Frequently. To perform preventative and corrective maintenance job duties.

Various Power Tools: Frequently. To perform preventative and corrective maintenance job duties.

Welding Equipment: Frequently. To construct production implements and fabricate special projects.

Forklift driving: Occasionally. To move equipment/machinery/parts as needed.