



ESSENTRA

## ESSENTRA HPC Job Description

**Job Title:** Maintenance Technician

**FLSA Status:** Nonexempt

**Division:** Greensboro

**Shift:** First, Second, Weekend

**Department/Cost Center:** Maintenance

**Reports to (Title):** Maintenance Manager

**Location:** Greensboro, NC

**Date Created:** January 30, 2012

### I. Essential Functions:

The Maintenance Technician will be responsible for the up keep, repairs, and maintenance of the machines in all departments. The Maintenance Technician will direct machine operators and technicians as needed to provide Essentra HPC with quality PMs, reliable machines, effective parts replacement, as well as repeatable set ups that can be achieved within targeted hours. The Maintenance Technician will also, at times, be responsible for special projects as they arise.

- Ability to provide quality inspection by prompt thorough examination of product for defects according to Standard Operating Procedures (S.O.P.) and Work Instructions (WI).
- Assist team members along with Quality Assurance staff in an efficient manner.
- Be able and willing to read a ruler to a 1/64 of an inch
- Be able and willing to understand and effectively evaluate work using inspection criteria.
- Be able and willing to understand and practice CGMPs, WIs, and SOPs.
- Be able and willing to load paper on the machine and inspect for print defects.
- Be able and willing to read and understand job ticket and instructions.
- Be able and willing to be familiar with controls on the machine.
- Be able and willing to lift 40 lb. cartons on a consistent basis.
- Be able and willing to maintain a safe work area and safe work habits around machinery.
- Be able and willing to operate electronic counters.
- Be able and willing to pack finished product into trays.
- Be able and willing to clear out minor paper jams and contact Inspector/Operator for more difficult jams.
- Be able and willing to work alongside another Inspector to keep machine running.
- Be able and willing to wear the proper safety equipment on the production floor at all times.

### II. Specific Duties, Activities, and Responsibilities:

- Maintain a safe work area and exhibit safe work habits in area around machines at all times.
- Use good judgment and consistency when making or directing repairs and/or adjustments on machines.
- Be able to read and interpret job ticket instructions and customer requirement sheets.
- Read a ruler within 1/64 of an inch.
- Be proactive in repairing machines to keep them in the best possible working order.
- Maintain an effective parts inventory that will allow repairs to be completed in a timely manner through Hagen system.
- Monitor progress of PMs and be able to give effective feedback to the employees to improve their performance.
- Install a system that will be able to document set ups on Bindery machines that will allow them to duplicate easily and in a timely manner.
- Assist Bindery Manager when needed in supervising employees.
- Assist Maintenance personnel when needed in completing needed repairs.
- Share knowledge with Operators that will develop them into self-sufficient, productive employees.

- Must be able and willing to wear the proper safety equipment on the production floor at all times.
- Must be able and willing to be on call for any instances deemed necessary by Management.

### **III. Position Requirements:**

#### **Education/Experience:**

High school education

#### **Knowledge/Skills Requirements:**

- Excellent verbal, written, organizational, and interpersonal skills
- Team leadership experience or training preferred.
- Group presentations experience preferred.
- Familiarity with pharmaceutical printing or packaging industry desired.
- Individual must be proactive and a self-starter.

### **IV. Physical Demands:**

While performing the duties of this job, the employee is regularly required to stand, walk, touch and feel keyboards, instruments, and controls. The employee must also regularly speak, hear, and follow written and computer generated schedules. The employee will have to be detail oriented and be a self-starter, requiring little to no supervision. The employee will be regularly lifting and handling 35 lbs up to 50 lbs on occasion.

### **V. Work Environment:**

While performing the duties of this job, the employee works in an office and manufacturing environment.