

JOB DESCRIPTION

POSITION: MECHANIC TRAINEE
DEPARTMENT: Maintenance
DIVISION:
REPORTS TO:

JOB CODE:
FLSA: Hourly Non-Exempt
GRADE:
DATE:

POSITION SUMMARY

The Mechanic Trainee is responsible for working hand in hand with the Mechanic to observe and learn the functions of the Mechanic.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Follows diagrams, sketches, operations manuals, manufacturer's instructions, and engineering specifications.
- Maintains and improves the processes related to the mechanical, electrical, electronic, hydraulic and pneumatic equipment and the facilities of the production plant.
- Troubleshoots malfunctions and makes repairs to various machines and systems when needed.
- Install and repairs leaks in air, water and steam lines when installing equipment and or machines.
- Ensures operation of machinery and mechanical equipment by completing preventive maintenance requirements on engines, motors, pneumatic tools, conveyor systems, and production machines.
- Ensures that all maintenance activities are appropriately carried out.
- Responds quickly to emergency situations.
- Keeps record of all maintenance and service activities conducted and maintains a cycle of the same.
- Interacts with other departments to ensure the proper functioning of all systems.
- Locates sources of problems by observing and listening to mechanical devices in operation.
- Utilizes precision measuring and testing instruments to perform repairs and maintenance.
- Examines forms and textures of parts and removes defective parts by dismantling devices. Uses hoists, cranes, and hand and power tools in daily operations.
- Determines changes in dimensional requirements of parts by inspecting used parts; using rules, calipers, micrometers, and other measuring instruments.
- Adjusts functional parts of devices and control instruments by using hand tools, levels, plumb bobs, and straightedges.
- Operates forklift and scissor lift.

- Notifies appropriate personnel when problems arise.
- Duties and responsibilities and activities may change, or new ones may be assigned at any time with or without notice.
- Follows all safety standards and policies.
- Maintains a neat and orderly work area.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the operation of the boiler.

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for this position. Reasonable accommodations may be made, upon request, to enable individuals with disabilities, who otherwise meet the qualifications, to perform the essential functions of the position.

Trainee: _____

Trainer: _____

Date: _____