

Position Description

15011 Herriman Boulevard
Noblesville, IN 46060

Job Title: Maintenance Technician

P 317.776.6823

TF 800.642.5464

Department: Maintenance

F 317.776.6827

I. POSITION SUMMARY: Perform repairs and routine maintenance on production equipment with appropriate documentation to demonstrate compliance to applicable standards.

II. RESPONSIBILITIES:

- Repair production equipment that is not working and/or not working optimally
 - Perform routine preventive maintenance as assigned
 - Troubleshoot electrical and mechanical equipment
 - Move or install equipment as required
 - Insure a safe work environment is maintained and production equipment is operating safely
 - Complete documentation to ensure compliance with relevant standards (i.e. Medical Device Directive (MDD) 93/42/EEC, cGMPs, ISO 9001, EN46001, production and corporate standards)
 - Assist in initiating NCRs impacting the disposition of any component, process or method that does not meet production standards
 - Perform all work in compliance with LOTO procedures
 - Work with Manufacturing Engineering, Production, Quality and other departments to implement continuous improvement initiatives
 - Assist in parts inventory control (receiving, requesting, sourcing, and removal) in the maintenance software as required
 - May be required to meet the qualifications to operate a fork truck and scissor lift
 - May be required to act as delivery or pickup driver for supplies
- Job tasks as assigned

III. ESSENTIAL FUNCTIONS:

- Utilize standard mechanical equipment/tools, perform routine maintenance and repairs
- Performing physical bending, lifting, crawling, climbing, and stooping
- Standing and walking for long periods
- Understand and follow written instructions
- Perform work in elevated locations
- Lifting requirements of up to 100 pounds
- Work in varying temperatures, performing internal and external maintenance related activities
- Ability to document work performed and enter data into the Maintenance Management System

- Ability to identify the root cause of a problem by observation and/or discussion with internal customers

IV. PERFORMANCE CRITERIA:

- Resolve equipment related problems minimizing production down time
- Complete preventive maintenance paper work on time and consistent with instructions
- Maintain a professional, helpful attitude during interactions with co-workers and organizational leaders
- Maintain a clean and organized work area
- Provide accurate, legible, and complete documentation
- Accurately maintain spare parts inventory for parts used during preventive and reactive maintenance

V. QUALIFICATIONS/EDUCATION:

- Associates degree in related field and 1 year experience or High School Diploma (or GED) with 5 years experience in maintenance field in an industrial environment
- Knowledge of tools, measuring instruments and mechanical equipment
- Good written and verbal communication skills
- Ability to contribute constructively in a team environment
- Must maintain a valid Indiana driver's license
- Must provide tools to complete work as required
- National Electric Code (NEC) Training is preferred