



## JOB DESCRIPTION

**Position Title:** Mechanic

**Department:** Maintenance

**Reports To:** Manufacturing Manager      **Reports:** None

### Basic Function/Job Summary:

The Mechanic position supports all departments with maintenance and repair of facilities, infrastructure and machines in the realization of production and quality goals that support the company's strategic objectives.

### Responsibilities/Scope:

- Must be familiar with machine repair and machine maintenance
- Ability to understand work instructions and complete necessary paperwork
- Working knowledge of basic electrical wiring
- Working knowledge of basic plumbing
- Working knowledge of basic braising and welding
- Proficiency in the PM Maintenance of the Gerber Cutter

### JOB SPECIFICATION INFORMATION:

- Maintain all machinery in good working order through preventative maintenance and repair
- Regularly conduct preventative maintenance as defined by the PM schedule
- Identify and request needed machine parts
- Promptly respond to machine service flags that have been hung on the production floor
- Follow all safety-related expectations related to department and departmental training.
- Organize and track machine parts
- Organize and perform general housekeeping of machine shop
- Complete all necessary paperwork when activating or de-activating machines and completion of machine repair slips and effectively utilizing Lock Out Tag Out procedures.
- Update location of machines as they are moved throughout the facility utilizing the appropriate documentation

- Responsible for repair on sewing machines and related equipment to ensure quality of product and efficient throughput.
- Performs basic woodworking in support of facility needs
- Partner with Process Engineering to complete cell set up for new product lines
- Perform necessary facility repair and maintenance as required
- Will train with Lead Mechanic, and/or designated mentor until such a time he/she is deemed proficient on all different classes of machines
- Other duties and responsibilities may be assigned according to business needs

**Education Required:**

**Minimum:** High school diploma or equivalent

**Preferred:** Certification from an external source regarding sewing machine repair and maintenance, electrical wiring, plumbing, braising and welding. 5 or more years of industrial sewing machine repair. Previous CNC machine experience or AutoCad experience a plus.

**Experience And /Or Capability Required:**

**Minimum:** Knowledge of basic machine repair and maintenance  
Knowledge of basic electrical wiring  
Knowledge of basic plumbing  
Knowledge of basic braising and welding  
Working knowledge of Microsoft Office

**Preferred:** Previous mechanical experience to include sewing machine repair and facilities maintenance. Knowledge of programmable sewing machines.

**Contacts with Others:**

- Primary interaction with Production Leads and Production Associates
- Regular interaction with Production Supervisors, Maintenance Supervisor, and Manufacturing Manager
- Establish and maintain good interpersonal relationships and communication to assure positive employee/management relations

**Responsibility for Confidential Data/Confidentiality:**

- Confidentiality of all privileged information relating to employees, products and management of the company will be maintained

**Physical Requirements:**

- Use hand and arms to reach, feel or handle
- Work above head
- Climb ladders
- Regularly required to talk or hear

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- Stand and or sit for long periods of time
- Lift and/or move up to 50 lbs. independently
- Vision abilities required include-near vision, distant vision, color vision, peripheral vision, depth perception and ability to focus.