



Position Title:	Maintenance Technician
Location:	East West Raleigh
Department:	Maintenance
Reports To:	Jack Hayes
Work Hours:	Monday-Friday, 7:00 AM to 3:30 PM

Purpose of Position

- Repair and maintain equipment, tools and facility at East West Raleigh production locations. Facilitate the servicing of company vehicles using third party repair shops.

Key duties/Responsibilities of Position

- Keep equipment and tools fully operational to support production operations
- Maintain the facility infrastructure and vehicles directly or through third party service providers
- Foster a positive and productive working relationship with co-workers
- Fabricate production fixturing and tools

Position Job Requirements

The successful candidate must be able, or to quickly become able, to meet the following requirements:

- Must have strong interpersonal skills to allow successful execution of duties that involve many interactions with co-workers each day.
- Must conduct all work activities with top priority given to safety for all employees.
- Capable of repairing and maintaining equipment and tools associated with crimping terminals to wires, including mini-applicators and hand tools.
- Capable of repairing and maintaining equipment associated with wire processing, including bench top presses, bench top wire strippers, wire twisting machines, automatic tie wrap machines and labelling equipment.
- Capable of operating, repairing and maintaining computer-controlled fully automatic wire processing machines. This requires an ability to navigate through complex menus using a display, keyboard and mouse.
- Must conduct preventive maintenance on selected equipment. Must be capable of documenting status of work completed using a software application that contains a database of preventive maintenance activities.
- Must identify items that are perishable or have limited lifetime and maintain an inventory of said items to facilitate timely repairs.
- Must perform basic facility upkeep such as replacing HVAC filters, simple plumbing repairs and insuring company vehicles are taken to repair shops for repairs and preventive maintenance.



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- Must be able to communicate with equipment suppliers effectively through email and phone calls to facilitate repairs and procure parts.
- Capable of repairing and maintaining hydraulic and pneumatic equipment.
- Must be able to impart knowledge of equipment and processes to co-workers as needed to assist them in improving their skills.
- Skilled in using a bandsaw, drill press, grinder and hand saw
- Capable of maintaining inkjet printer for wire processing machines
- Manage the process by which hand tools and applicators are issued, returned, inspected and made available for next use
- Familiarity with the ISO-9001 Quality System is preferable but not required.

Core Competencies

- Strong interpersonal skills
- Strong mechanical aptitude
- Ability to logically troubleshoot problems
- Proficient with Microsoft Office Software (Word, Excel)

Work Environment

- Work environment involves low risks or discomforts which do not require special safety precautions. Protective clothing (ESD Smocks) or gear such as safety glasses may be required (supplies will be provided as needed).

Physical Demands

- Work requires some physical strain such as long periods of standing and walking in a production facility and lifting of moderately heavy items such as test equipment, kits, and product cases. Other physical demands include crouching, bending over, and reaching.