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4.5.2 Preventative Maintenance Technician

Job Title: Preventative Maintenance Technician
Department: Maintenance
Reports To: Maintenance Team Leader
Status: Non-Exempt
Pay Range:

Description- Responsible for maintaining all machinery for the fabrication of optics. Performs equipment maintenance and janitorial functions. Analyzes and solves technical maintenance problems. Pending approval of the Maintenance Team Leader, may arrange contracts for vendor services as relates to maintenance activities.

Duties-

- Writing and performing preventative maintenance procedures:
 1. Using a variety of Microsoft applications and digital photography.
 2. Constructing and maintaining a PM schedule for all major pieces of equipment in the factory and executing on it.
 3. Repair or replacement of defective components in the machinery, and ordering or traveling out of house to get replacement parts as needed and accounting for the costs involved in purchasing through an expense log.
- Create and review projects and work schedules (in CMMS) and estimate cost and time requirements for job completion.
- Where time permits assist the Tool Crib and Operations by providing the cells with what they need to be more efficient.
- Clean and maintain machinery and shop.
- Read and interpret blueprints, specification sheets and schematics.
- Create or revise work process instructions.
- Suggest changes to improve process, product, or morale within the company.
- Perform any other function required by the managing staff.

Requirements- AAS in Mechanical Engineering or 5-10 years experience in a similar field, or vocational training in machining. Familiarity with basic Microsoft PC applications, and excellent interpersonal skills a must.

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