

## Grain Belt Supply Job Description

**Job Title:** Powder Maintenance Worker

**Department:** Maintenance

**Reports To:** Powder Manager

**FLSA Status:** Non-Exempt

**Prepared By:** CDH

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**Approved Date:** 8/30/2010

**Summary** Installs, maintains, and repairs machinery, equipment, physical structures, and pipe and electrical systems in commercial or industrial establishments by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned. Visually inspects and tests machinery and equipment. Listens for unusual sounds from machines or equipment to detect malfunction and discusses machine operation variations with supervisors or other maintenance workers to diagnose problem or repair machine. Dismantles defective machines and equipment and installs new or repaired parts. Cleans and lubricates shafts, bearings, gears, and other parts of machinery. Installs and repairs electrical apparatus, such as transformers and wiring, and electrical and electronic components of machinery and equipment. Lays out, assembles, installs, and maintains pipe systems and related hydraulic and pneumatic equipment, and repairs and replaces gauges, valves, pressure regulators, and related equipment. Repairs and maintains physical structure of establishment. Installs, programs, or repairs automated machinery and equipment such as robots or programmable controllers. Sets up and operates machine tools such as lathe, grinder, drill, and milling machine to repair or fabricate machine parts, jigs and fixtures, and tools. Operates cutting torch or welding equipment to cut or join metal. Fabricates and repairs counters, benches, partitions, and other wooden structures.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies: Analytical - Synthesizes complex or diverse information; Uses intuition and experience to complement data. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully. Technical Skills - Strives to continuously build knowledge and skills; Shares expertise with others. Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting. Responds well to questions. Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information. Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time. Judgment - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process. Motivation - Demonstrates persistence and overcomes obstacles. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently. Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly. Adaptability - Adapts to changes in the work environment; Changes approach or method to best fit the situation. Attendance/Punctuality - Is consistently at work and on time. Dependability - Follows instructions, responds to management direction; Takes responsibility for own

actions; Completes tasks on time or notifies appropriate person with an alternate plan.

**Qualifications** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Database software; Design software; Internet software; Inventory software; Manufacturing software and Project Management software.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to walk and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.