

Job Description and Standards of Performance

<u>Position Title:</u> Machine Maintenance Assistant	<u>Affiliation:</u> PNG
<i>Specialization:</i>	
<u>Department:</u> Operations	<u>Department #:</u> 430
<u>Date Updated:</u> 6/27/07	<u>Updated by:</u> Toothaker
<small>Released 8/28/00</small>	<u>Job Code #:</u> 42D065

Position Purpose/Objective:

Responsible for cleaning, blowing down, greasing, oiling of inserter machines, stackers, tying machines, conveyors and other Distribution equipment.

All core duties are listed before supporting duties. The relative importance of duties relates to the anticipated impact of that duty to the business, department, customer, and/or product.

Position Duties	Meets Expectations When:
Cleans inserter hoppers. CORE	All inserter hoppers are greased, and checked for worn or broken parts. Motors and drive shafts on inserters are greased. Any and all problems are reported to shift manager.
Cleans, greases, oils, blows down Distribution stackers and tyers. CORE	Stackers and tyers are cleaned, oiled and greased.
Cleans and oils all downstream conveyors belts. CORE	All stream conveyors belts are oiled and cleaned as scheduled.
Other related duties as assigned. SUPPORTING	Additional duties are performed in a timely and complete manner.

Required Education and/or Experience/Knowledge:

Mechanical aptitude/ knowledge

Required Skills:

Able to follow directions

This position reports to:

Distribution day and night managers