

**Job Description and Standards of Performance**

<u>Position Title:</u> Machine Maintenance Person	<u>Affiliation:</u> PNG
<i>Specialization:</i>	
<u>Department:</u> Distribution	<u>Department #:</u> 430
<u>Date Updated:</u> 6/27/07	<u>Updated by:</u> Infinger
	<u>Job Code #:</u> 42D084

Released 8/28/00

Position Purpose/Objective:

To maintain the smooth operation of all Distribution machinery and to prepare and set up that machinery. To maintain production speeds as designated by the Distribution Manager

*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:
Sets up distribution machinery for assigned production runs. CORE	Machinery is ready and operates smoothly and efficiently
Makes necessary repairs to equipment and makes recommendations for smoother operation to manager. CORE	All malfunctioning equipment is repaired to ensure maximum production
Makes sure all equipment and correct products have been set up for production. CORE	All machines have been tested and are ready to be utilized at the start of each shift. Problems are reported and immediately corrected, if possible.
Blows down (cleans with air hose) all inserting equipment, stackers and any other machinery that needs cleaning as needed. CORE	Machinery is kept clean and in good working order.
Leaves any relevant reports with manager that would outline problem areas. CORE	Reporting is done in a timely and accurate manner. Manager has all proper reports needed for communicating problem areas to following shift.
Performs all Distribution Department maintenance weekly/monthly, or as needed.	Maintenance completed as required and machinery performs at peak.

**Portland Press Herald**  
EST. 1862  
**Maine Sunday Telegram**

CORE	
Keeps workshop organized and inventory is kept up to date. SUPPORTING	Parts and tools can be found and used quickly and efficiently. All parts inventory updated weekly.
Checks batteries at least once weekly on power jacks and makes necessary repairs. SUPPORTING	Power jacks are properly charged and ready for use whenever necessary
Performs other related duties as assigned SUPPORTING	Additional duties are performed on time and in a satisfactory manner.

Required Education and/or Experience/Knowledge:

Learning from each other and on the job training, formal training as needed

Required Skills:

Mechanical skills, electrical training, communication skills.

This position reports to:

Distribution Manager