

**Job Description and Standards of Performance**

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| <u>Position Title:</u> Plant Maintenance Person | <u>Affiliation:</u> PNG    |
| <u>Specialization:</u>                          |                            |
| <u>Department:</u>                              | <u>Department #:</u>       |
| <u>Date Updated:</u> 6/27/07                    | <u>Updated by:</u> Bragdon |
|   | <u>Job Code #:</u> 42D047  |

Release 8/28/00

Position Purpose/Objective:

Repair and operations of various building and production equipment and electrical and mechanical installations as assigned by production management.

*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:   |
|---|--|
| Troubleshoots equipment problems.<br><br>CORE   | Troubleshooting skills are strong enough to diagnose problems in a timely and effective manner.. |
| Repairs equipment performing electrical, mechanical and electronic work as necessary.<br>CORE   | Equipment is returned to operating status as soon as possible.                                   |
| Performs preventive maintenance including lubrication, calibration, repair and replacement of necessary parts and components.<br>CORE | Preventive maintenance is completed at scheduled times.  |
| Does electrical and mechanical installation of equipment as assigned.<br>CORE   | Equipment is installed and functional in a timely fashion.                                       |
| Modifies, as directed, electrical and mechanical arrangements of existing equipment for improved performance.<br>CORE                 | Modifications are made and equipment is returned to operating status in a timely fashion.        |
| Improves job skills and   | Skill levels meet the requirement of the   |

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| knowledge of equipment through training and study of system manuals and schematics.<br>SUPPORTING                      | job, and training/study are done on a continuing basis.                                    |
| Keeps management advised of equipment performance problems and issues related to maintenance and repair.<br>SUPPORTING | Management receives information quickly and efficiently.                                   |
| Works emergency overtime and accepts call-ins when necessary.<br>SUPPORTING  | Maintenance person is available for a reasonable number of overtime or call-in situations. |
| Performs other related duties as assigned.<br>SUPPORTING   | Additional duties are performed in a timely and accurate manner.                           |

Required Education and/or Experience/Knowledge:

Journeyman Electrician license required, Master Electrician's license preferred. Extensive experience in some or all of the electronic, machine tool, HVAC, PLC, computer and mechanical trades desired.

Required Skills:

Using standard electrical diagnostic and testing instruments.  
 Drilling, milling and turning of materials.  
 Welding, brazing, heating and cutting of materials.  
 Reading precision measuring instruments.  
 Experience with plumbing and piping systems.  
 Basic carpentry skills.

This position reports to:

Pressroom Day/Night Superintendent