



Job Title: Maintenance Technician

Classification: Hourly/Non-Exempt

Reports to: Maintenance Supervisor

SUMMARY

The Maintenance Technician is responsible for ensuring the reliable operation, safety, and upkeep of facility infrastructure, machinery, and production equipment. This role focuses on preventive maintenance, timely repairs, and continuous improvement to minimize downtime and support manufacturing operations. The ideal candidate is proactive, safety-focused, technically skilled, and a strong team player.

DUTIES AND RESPONSIBILITIES

Primary Functions

- Perform scheduled preventive maintenance on machinery, equipment, and facility systems to ensure optimal performance and longevity.
- Diagnose, troubleshoot, and repair mechanical, electrical, hydraulic, pneumatic, automation, and plumbing issues.
- Respond quickly to equipment breakdowns to minimize production downtime.
- Assist with installation, modification, and upgrades of machinery and equipment.
- Provide recommendations and feedback to improve equipment reliability and maintenance processes.
- Maintain accurate records related to maintenance activities, repairs, and inspections.
- Follow all safety standards, OSHA regulations, and company maintenance procedures at all times.
- Promote a safe work environment by identifying hazards and reporting safety concerns promptly.
- Maintain organization and cleanliness of maintenance tools, equipment, and work areas.
- Communicate professionally using company email, phone, and scheduling tools.
- Collaborate effectively with maintenance team members and other departments.

- Be available for on-call support during off-shifts as needed for urgent repairs or emergencies.
- Demonstrate a commitment to continuous learning, including travel for training when required.

QUALIFICATIONS

- Minimum of 5 years of experience in an industrial or manufacturing maintenance role.
- Strong mechanical and electrical troubleshooting and repair experience.
- Proven experience working in a manufacturing environment.
- Ability to stand for 10–12 hours per shift and lift up to 50 lbs.
- Excellent judgment, decision-making, and communication skills.
- Strong work ethic and willingness to support team success across departments.

Purpose Statement

“We exist to provide opportunities for our team to THRIVE personally and professionally and join in helping our community.”

Core Values

1. Positive attitudes are contagious.
2. Success comes from humility, integrity, and hard work.
3. Always do the right thing.
4. Strive for excellence in serving our customers, teammates, and community.
5. Bias for action.
6. Honor God above all else.

This job description is to outline the primary duties, qualifications, and job scope, but not be limited to the assigned responsibilities listed. It is our expectation that each team member offers their services whenever necessary to ensure the success of Sargent Metal.

