



750 N. BAKER DRIVE, ITASCA, IL 60143 • 1.800.419.4583 • F: 888.371.8314

**Job Title:** Industrial Maintenance Mechanic

**Our company expects all team members to uphold our core values of Safety, Respect, Accountability, Continuous Improvement, Teamwork and Ethics.**

<b>Safety</b>	Practice Safety First...Always!
<b>Teamwork</b>	Offer help, ask for help, and value being a member of a strong team
<b>Respect</b>	Treat others as you would like to be treated
<b>Accountability</b>	Be on time and contribute
<b>Continuous Improvement</b>	Take initiative and strive to do better
<b>Ethical Behavior</b>	Follow our Code of Ethics and meet our high standard of professional behavior

**Considerations:** We are converting adhesives into forms that require a creativity and patience as there is as much art as there is science in our process. Position is best served by a person who likes variety as the responsibilities span installing and repairing customer's equipment at their location and repairs at our shop, maintaining and repairing our own production equipment and assisting with facility projects as needed.

**Full Time:** Monday through Friday 8:00 am to 4:30 pm, OT on evenings and weekends as needed

**Reports to:** Production and Shop Manager

**Safety:**

- Safety minded at all times including and not limited to following safety procedures
- Keeps work and community areas clean
- Report any unsafe work practices, injuries or quality issues to your supervisor
- LOTO

**Communication:**

- Bi-lingual in English/Spanish is helpful but not a requirement
- Ability to communicate effectively with coworkers
- Ability to read and understand basic English

**Tools Used:**

- Must be able to safely and properly use tools including but not limited to gages, rulers, tape measures, scales, calculator, thermometer/pyrometers, hoists, micrometers/calipers, tachometer, volt/multi-meter, Bridgeport mill, welder, hand tools including but not limited to utility knife, hammer, screwdriver and wrenches, power tools.

**Skills:**

- Advanced mechanical aptitude
- Basic plumbing knowledge of pipe material and sizes, ability to cut and thread pipe, install valves, repair leaks, and replace and rebuild water pumps
- Extensive knowledge of hydraulic, mechanical, pneumatic, and electrical systems
- Read schematics and work with PLC
- Basic computer skills, Microsoft Office products emphasis on Outlook and Excel



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- Basic math including addition, subtraction, multiplication, and division with and without a calculator
- Lift up to 35 pounds
- Climb stairs and work from an elevated platform
- Bend, stoop, push, pull, grasp, reach, kneel, twist frequently during the shift
- Walk frequently within department, and ability to stand during the entire production shift
- Forklift and other material handling duties
- Use time efficiently
- Detail, process, and goal oriented
- Work efficiently in a fast paced, multi-tasking environment
- Identify and resolve problems in a timely manner; Gather and analyze information skillfully; Develop alternative solutions; Work well in group problem solving situations

### **Responsibilities**

- Use the skills listed to troubleshoot, do minor and major repairs on equipment to assist in optimizing uptime, rates and yield as well as system installations. If unsuccessful in making repairs, notify supervisor for assistance
- Train employees on equipment and participate in cross-training program as instructed
- Participate in and contribute to our quality management system
- Repair and maintain, in accordance with diagrams, sketches, operation manuals, and manufacturer's specifications, machinery and mechanical equipment, such as engines, motors, pneumatic tools
- Initiate purchase order for parts and machines
- Prepare mechanical maintenance reports by collecting, analyzing, and summarizing information and trends
- Maintain technical knowledge by attending educational workshops; reviewing technical publications; establishing personal networks
- Fabricate repair parts by using machine shop instrumentation and equipment
- Manage stock of parts and supplies
- Perform routine communications and problem resolution with vendors and contractors
- Perform other duties as assigned

### **Benefits**

- Two fifteen-minute paid breaks per day
- 10 paid holidays
- Choice of HMO or PPO Medical Insurance, Dental and Vision Insurance offered
- FSA
- 401k, 3% employer match
- Short Term Disability

### **Requirements**

- High school or equivalent
- Applicable Trade School
- Minimum of 3 years of experience working with electrical, hydraulics, programming, and mechanical PLCs is required
- Electrical certification is preferred
- Valid driver's license and clean driving record as travel is required 20% - 40%
- Must be able to pass background check and drug screen



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Work is performed indoors, temperatures can range from refrigerated environments to 95 F.  
Frequent exposure to the smell of different molten adhesive formulas.  
Salary is commensurate with experience.