



Electrical Maintenance Technician

Title: Electrical Maintenance Technician **Location:** Menominee, MI
Group: Doyon / NU-VU **Reports To:** Production Manager
Status: Full-Time, Hourly, Non-Exempt

Job Description

The Electrical Maintenance Technician is responsible for inspecting, repairing, and maintaining the organization's facilities and manufacturing equipment, machinery, and tools. The Electrical Maintenance Technician must possess the ability to respond quickly to changing needs and to prioritize multiple projects while handling and responding to daily tasks in a fast-paced environment.

Essential Duties and Responsibilities

- Troubleshoot, maintain, and repair machinery and mechanical equipment, including motors, controls, PLC's, drive systems, hydraulic/pneumatic components, and power transmission systems.
- Inspect, diagnose, and repair building systems including HVAC, plumbing, and electrical to ensure systems are functioning at their optimal performance.
- Utilize diagrams, schematics, sketches, operation manuals, and manufacturer's specifications to maintain and properly fix machinery and building system issues.
- Arrange for and oversee external contractors and inspectors.
- Conduct training sessions of production employees on CIL standards.
- Monitor parts inventory and order replacement parts.
- Prepare and submit Purchase Order requests as necessary.
- Provide support during special projects that include but are not limited to machinery and equipment installation, improvement projects, layout and equipment modifications, manufacturing of parts, and any other project or work requested to the maintenance team.
- Select and operate appropriate hand, power, and specialty tools and diagnostic equipment to complete job tasks.
- Use measuring instruments to determine changes in dimensional requirements of parts.
- Plan and assign work to team members.
- Remain aware of the status of all job assignments in the department.
- Recommend improvements in workflow, equipment, operating procedures, and working conditions to the Production Manager.
- Maintain a clean, hazard free work environment and comply with all safety procedures, rules, and standards.

Qualifications

- High school diploma or general education degree.
- Three (3) years or more of industrial electrical and mechanical maintenance experience in an industrial or manufacturing environment.
- Associate Degree or Industrial Maintenance Certification preferred.
- Operational knowledge of and experience with troubleshooting and repairing automated industrial machinery, and electrical, hydraulic, and pneumatic systems.



Qualifications (Continued)

- Experience maintaining various fabrication machines, including but not limited to brake press, laser, CNC punch, and saws.
- Experience reading blueprints, technical drawings, electrical schematics, and work orders.
- Experience working with industrial air compressors and 3-phase 480-volt AC motors and DC drives.
- Experience with PLC's and ladder logic.
- Experience overseeing and maintaining preventive maintenance schedules.
- Knowledge of National Electrical Code.
- Strong problem-solving skills and the ability to effectively communicate issues and solutions to team members.
- Ability to work independently and within a team environment.
- Intermediate computer skills in word processing, spreadsheets, and email.
- Proficient with Computerized Maintenance Management Systems (CMMS).
- Training experience a plus.
- Valid Driver's License required.

Working Conditions

Work is performed in a manufacturing environment with continuous manufacturing noise. Physical work tasks include standing, walking, climbing, stooping, and lifting, pushing, and/or pulling up to 50 pounds, sometimes in elevated spaces, for up to 8-10 hours a day. These physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Hours of work will typically be 40 hours a week but may vary according to special projects, deadlines, or other circumstances.