



<b>Job Title:</b>	<b>Mechanical Technician</b>	<b>FLSA Status:</b>	<i>Non-Exempt</i>
<b>Department:</b>	Operations	<b>Date Created:</b>	November 2017
<b>Reports To:</b>	Equipment Manager	<b>Reviewed By:</b>	Asst. Ops Manager

### POSITION SUMMARY:

This position plans, lays out, and performs all operations pertaining to the installation, maintenance, and repair of pipe finishing equipment. Work involves mechanical, hydraulic, and pneumatic troubleshooting/maintenance responsibilities that require a variety of precision instruments. Inspects, adjust, cleans, or lubricates equipment as preventative maintenance. Lays out, installs, and maintains a wide variety of electrical control equipment. Works closely with Engineers and maintenance supervisors, in all aspects, in planning systematic maintenance of electronic systems and instrumentation.

**RESPONSIBILITIES/ACCOUNTABILITIES:** All personnel are responsible for meeting the Quality Objectives in their position/department. *Other duties may be assigned beyond the core responsibilities/accountabilities listed below.*

1	25%	Assist with pipe finishing's mechanical hydraulic equipment debugging, patrol, maintenance, repair, plan for the repair, and the lower equipment accidents, fix work plan.
2	20%	Assist with preparing and revising daily tally and long-short duration tally card, and preparing maintenance plan
3	15%	Assist in staying within the pipe finishing plant's mechanical hydraulic equipment maintenance cost budget and the audit of the final documents as needed.
4	10%	Assist in planning the pipe finishing plant's mechanical hydraulic equipment technical modification and improvement measures as needed.
5	10%	Participate in the analysis and investigation of equipment accidents and quality incidents.
6	10%	Complete and maintain the original records and important equipment files.
7	5%	Assist in planning, receiving and issuing material needed for equipment maintenance and repair.

**QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required.*

1. High School Diploma or GED.
2. Valid Texas Driver's License.
3. Technical trade school is a plus.
4. Requires a minimum of three (3) years' mechanical/hydraulic maintenance/millwright experience, industrial or facilities operation preferred.
5. Forklift and overhead crane operations experience preferred.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to effectively deal with other people, especially other Company personnel, to enlist needed cooperation in implementing regulatory requirements
- Ability to work various shifts.
- Must have a team player attitude and have a commitment to SAFETY.
- Knowledge of compiling reports and ensuring compliance.
- Requires, at all times, wearing protective and safety equipment.
- Ability to effectively use a computer for data entry, reporting and word processing.
- Applicant should have knowledge and should be skilled in this field through education and work experience.

**PHYSICAL REQUIREMENTS:**

- Ability to work in heat, cold, dust, noise/vibration and confined space and hazardous conditions.
- Ability to work in a high temperature environment, working high above the ground and work in outdoor environment.
- Normal physical activity includes frequent sitting, standing, and walking in a usual workday.
- Requires frequent bending, stooping, squatting, kneeling, crawling, climbing a ladder and stairs, and reaching above shoulder level.
- Requires employee to occasionally lift and carry heavy objects weighing 50 – 100 lbs.
- Requires retrieving files by pulling out and pushing in potentially heavy filing cabinet drawers and other objects.

**TRAINING EXPECTATIONS:**

- Upon hire, employee will receive necessary rules and regulations.
- Every year in this position staff will attend training and continuing education as required for the position.
- Everyone is responsible for safety.

SIGNATURE: \_\_\_\_\_  
Employee

DATE: \_\_\_\_\_