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# Example of Manufacturing Maintenance Job Description

Our growing company is hiring for a manufacturing maintenance. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for manufacturing maintenance

* Communicate accurately, concisely, and professionally with production staff and supervisors as to important repair steps taken, parts ordered, and time estimated until completion
* Participate in daily shift meetings, prioritizing and reviewing work orders to schedule daily work
* Process administrative paperwork in accordance to departmental policies and procedures
* Safely troubleshoot and repair of Packaging, Processing and robotic equipment
* Safely set up and change over production lines
* Demonstrate the initiative to investigate and offer improvements to our plant operations
* Communicate appropriately with other employees
* Safely operate mobile equipment such as fork trucks, hand trucks, lifts, boom lifts
* Create notifications and follow up on needed repairs
* Properly lubricate equipment as per the manufacturer recommended lubrication schedules

## Qualifications for manufacturing maintenance

* Bachelor's Degree in a technology-related field is strongly preferred
* Minimum of 5 years maintenance experience required
* Ability to work with hand and power tools, lubrication equipment
* Computer skills – must be able to use email system (Outlook), Online training tools, MS Excel, MS Word, and SAP
* 1+ years of related experience in plastic industry preferred, but not required
* Must be able to meet respirator certification requirements