



Example of Project Technician Job Description

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Our company is growing rapidly and is hiring for a project technician. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for project technician

- Perform equipment modifications and upgrades according to work order request
- Fill work order accurately and return them within the assigned time
- Perform mechanical, pneumatics and electrical upgrades or other issues together with master mechanics or maintenance personnel
- Properly and accurately communicate and document any equipment upgrades or modifications to maintenance department management
- Support new equipment installation, line extensions, validation activities, process improvements to equipments
- Perform machine shop duties as required by maintenance department
- Perform welding duties as required by maintenance department
- Basic Knowledge of equipment functionality within all PKG areas to ensure accurate troubleshooting and correction of issues
- Assist on any request made by maintenance department, production engineers, and or engineering department
- Inform in writing to maintenance supervisor, and or maintenance manager of potential equipment issues/failures and suggest preferred course of action

Qualifications for project technician

- Commercial Acumen - Taking action to maximize the contribution of own area of the business to the company's profitability and growth
- Good reconciliations & some general experience, ie, debits / credits, general ledger

- Active clearance or ability to obtain clearance, preferred
- Minimum 1-2 years of experience with clerical work