

# Maintenance Job Description

## Summary

To assist with mechanical repairs on all plant machinery and equipment when required.

Reports to: Plant Manager

## Responsibilities

- Follow safety regulation, company policies, and guidelines
- Maintain inventory of parts for each machinery
- Replace and adjust the blades/knives as per schedule
- Set the knife gap and test run the grinder and shredder for proper cutting
- Change the pelletizer blades when required
- Replace defective parts of machine or adjust clearances and alignment of moving parts.
- Align machines and equipment, using hoists, jacks, hand tools, squares, rules, micrometers, and plumb bobs.
- Connect power unit to machines and test unit to evaluate its mechanical operation.
- Repair and lubricate machines and equipment.
- Assemble and install equipment, using hand tools and power tools.
- Attach moving parts and subassemblies to basic assembly unit, using hand tools and power tools.
- Assemble machines, and bolt, weld, rivet, or otherwise fasten them to foundation or other structures, using hand tools and power tools.
- Lay out mounting holes, using measuring instruments, and drill holes with power drill.
- Bolt parts, such as side and deck plates, jaw plates, and journals, to basic assembly unit.
- Level bedplate and establish centerline, using straightedge, levels, and transit.
- Dismantle machines, using hammers, wrenches, crowbars, and other hand tools.
- Shrink-fit bushings, sleeves, rings, liners, gears, and wheels to specified items, using portable gas heating equipment.
- Dismantle machinery and equipment for shipment to installation site, usually performing installation and maintenance work as part of team.
- Construct foundation for machines, using hand tools and building materials such as wood, cement, and steel.
- Operate lathe to grind, file, and turn machine parts to dimensional specifications.
- Align the pelletizer frame, set the gap and test run for proper cutting
- Perform preventive maintenance procedures as instructed
- Assist production personnel on processing problems
- Keep the shop area clean and tidy
- Perform general welding repairs when required
- Assist maintenance in-charge with mechanical repairs

- Assist with the installation of new equipment
- Be available for “call-outs” 24/7 as per schedule
- Follow plant lock-out procedures during repair or servicing
- Report anything that is unsafe or hazardous to maintenance and Plant Manager immediately
- Maintain housekeeping in working area at all times

## **Safety Responsibilities**

- To take reasonable care to protect the health and safety of themselves and their co-workers.
- To observe all WCB regulations or orders pertaining to their work.
- To follow safe work procedures.
- To use or wear personal protective equipment as required by the WCB regulations.
- To not engage in horseplay or similar conduct that may endanger themselves or their co-workers.
- To ensure their ability to work safely by not being impaired by alcohol, drugs, or other causes.
- To report to the employer or their supervisor any contravention of the WCB regulations they see.
- To report to the employer or their supervisor any hazards they are aware of.
- To co-operate with the joint health and safety committee.
- To co-operate with the WCB and their officers carrying out their duty.

## **Skills for a Maintenance Position**

- Able to drive a Forklift
- Millwright knowledge
- Ability to learn new procedures
- Excellent verbal and written communication skills.
- Able to communicate with employees
- Basic knowledge of human relations
- Precise attention to detail
- Mechanically inclined

## **Minimum Qualifications**

- Certified Millwright
- Forklift experience

Please send your resume on [raman@vanwasteco.com](mailto:raman@vanwasteco.com)