



Job Description

Job Title: Pre-Mechanic

Department: Operations

Reports To: Supervisor (Assembly or Disassembly)

FLSA Status: Non-Exempt

Job Description

Repair various kinds of electro-mechanical equipment.

Job Duties

Read job packets and MotorBase to determine: Job status, work authorizations/limitations, estimate, description of problem(s), and/or expected serviceability

Review your specific daily task assigned by immediate supervisor

Test electro-mechanical equipment to troubleshoot known or suspected problems using various methods for (AC or DC) motors

Assemble or Disassemble electro-mechanical equipment with ability to identify, configure and re-condition any job

Clean electro-mechanical equipment assemblies as needed using various methods and/or using employers 'Specified' steps, including but not limited to: repair, parts washers/steamers, bead blasters, painter, etc.

Perform all tasks as directed by Supervisor or Foreman

No supervisory duties

Skills/Qualifications

Ability to use a computer and learn new software programs, i.e., MSOffice, MotorBase, and QMWizard.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Ability to understand, perform and retain various job-related training and operational safety procedures demonstrated by supervisor

Basic mechanical aptitude

Ability to deal with problems involving a few concrete variables in standardized situations.

Must be able to withstand exposure to very hot and cold temperatures

Must have the physical ability to safely lift fifty pounds

Ability to stand, bend, kneel, and walk continuously throughout day

Adhere to safety regulations

Willingness to learn latest processes and procedures

Must be available to work overtime and weekends as needed

Continuing education; personal development

Must follow all ISO Quality processes, programs, and procedures

Participate in regular training as required by the Workforce Development Program through HR

Education & Work Experience

Preferred minimal high school diploma or equivalent; or one year related work experience and/or training.
Equivalent combination of education and work experience may be substituted

Knowledge of motor industry is a plus.

Must be able to read, speak, write, and comprehend English

Physical Demands

O = Occasionally (0 to 33%)
F = Frequently (34 to 66%)
C = Continuously (67 to 100%)

Overhead Lifting	F	Up to 25lbs
Waist Level Lifting	C	Up to 50lbs
Floor Level Lifting	C	Up to 50lbs
Pushing/Pulling	C	
Sitting	O	
Standing	C	At work station
Walking	C	Walking the shop floor
Carrying	F	Paperwork/ Tool
Climbing	O	Stairs
Crawling	O	
Balancing	O	
Stooping	F	
Bending	F	Checking equipment
Kneeling	F	Checking equipment
Twisting	F	
Reaching	F	
Finger Dexterity	C	Tools
Handling	C	Tools/ Equipment
Grasping/Gripping	C	Tools/ Equipment
Feeling	O	
Talking	F	Training/ Directing
Hearing	C	Directions/ Instructions
Vision	C	Detail
Weather	C	Extreme Heat/ Cold



Employee Signature

Date