



**Position:** Elecro-Mechanical Technician

**Reports To:** Maintenance and Facilities Manager

**Direct Reports:** None

**Schedule:** Monday-Thursday/ Friday overtime depending on business demands.

**Wages:** \$30-\$35/hr

**Job Description:**

We are looking for a positive and goal-oriented individual to join our team as a maintenance technician! This is a full-time employment opportunity.

You will work with the Maintenance Manager to repair/troubleshoot production equipment. Other duties will include maintaining the facility, reading schematics and manuals, and participating in safety initiative to work with minimum disruption to production. This position will work around various machines and closely with others in addition to working alone.

**Essential Duties and Responsibilities**

- Recommends improvements of facilities, equipment, or procedures to improve safety, quality, and efficiency.
- Adheres to established schedules and procedures for the preventative maintenance program.
- Answers operator questions and provides information relating to projects including resolving problems, handling complaints and providing technical expertise with the operation of machinery.
- Assists with the development, updating and maintaining of procedures and documentation for all Standard Operating Procedures and, based on equipment capabilities, makes recommendations on production procedure changes.
- Helps to maintain a safe work environment for all of our employees by properly training employees with established lock out tag out procedures and operation of machinery.

## **Preferred Skills and Experience**

- Must have a broad range of manufacturing knowledge and be able to plan and think strategically, answer questions, handle complaints, and provide technical operating expertise for machinery.
- Must have a positive style personality with the ability to train a diverse group of individuals.
- Ability to adhere to established schedules and procedures.
- Ability to assist in developing, updating, and maintaining procedures and documentation for all Standard Operating Procedures
- Must be comfortable recommending improvements to safety, quality, and efficiency.
  
- High school education or GED
  
- A minimum of three years of maintenance experience working in a similar environment.

## **Physical Demands and Working Conditions**

- The employee must regularly lift and or move up to 50-75 pounds and possess the ability to judge when help is needed.
  
- The employee must be able to work in a fast-paced environment.
- Must be able to stand and/or walk for 10 hours
- The employee is regularly required to balance, stoop, crouch, or crawl and talk as well as hear.
- While performing the essential duties of this job the employee is frequently required to use hands to finger, handle or feel, reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this job the employee is regularly exposed to fumes or airborne particles and vibration.
- The employee is frequently exposed to moving mechanical parts.
- The noise level in the work environment is moderately loud.
- Temperatures can be hot or cold according to the season.
- Must have good hand dexterity and attention to detail.

## **Benefits (Full-Time)**

- |\* **401(k) matching** |\* Dental, Vision, & Health insurance |\* **STD, LTD insurance**  
|\* Employee discount |\* **Flexible Schedule** |\* Company Life insurance |\* **Paid time off** |\* Partial Tuition reimbursement |

## **Company Info/Culture**

Founded in 1981, Paradigm has been providing premium quality, Energy Star® rated vinyl windows and doors for the new construction and remodeling industry, for both commercial and residential properties.

We proudly set ourselves apart from the competition by devoting 100% focus to our people & customers.

“Why Paradigm?” Because we care. Because we are committed to excellence & stand behind every window and door that leaves our factory!3