

Position: Maintenance Technician Internship

Location: Madison, WI

Department: Madison Fulfillment

Internship Length: June 2010 to December 2010

of Positions: 1

Salary: \$2,500 per month

General Description:

This person will repair and perform preventive maintenance primarily on mechanical systems, as well as electrical, hydraulic and pneumatic systems. In addition, this person will clean the Madison Fulfillment Facility and Madison Fulfillment Facility Grounds during core working hours.

Specific Responsibilities:

1. Performs mechanical, hydraulic, pneumatic, cleaning, and limited electrical maintenance and repair of the following machines and equipment:
 - A. Tapers.
 - B. Compressors.
 - C. Flopack Systems.
 - D. Conveyors.
 - E. Packing lines
 - F. Hand Jacks.
 - G. Building repair and maintenance: limited plumbing, painting, floor and wall maintenance, replacing light bulbs, limited lawn care, and snow removal.
2. Refers to manuals and/or diagrams that contain technical information in troubleshooting and repairing all machinery and equipment within the facility.
3. Disassembles and reassembles machinery to repair and/or clean the parts.
4. Communicates daily with supervisory personnel to prepare the facility for the production of customer orders.
 - A. Supplies the proper machinery or equipment needed for production.
 - B. Adjusts settings of the machines according to the production run.
 - C. Tests machinery or equipment to ensure it's safety and effectiveness.
 - D. Troubleshoots faulty machinery or equipment and repairs the machinery or equipment on a timely basis to minimize production downtime.
5. Monitors machinery and equipment performance.
6. Operates the following equipment
 - A. Forklift
 - B. Floor Scrubber
 - C. Floor Sweeper
 - D. Scissors Lift
7. Performs limited janitorial duties including:
 - A. Mixing Chemicals
 - B. Cleaning the break room and bathrooms during core working hours
 - C. Keeping building front clean and free of debris;
8. Assists in repairs or improvements of the facility including:
 - A. Installation or takedown of racking system.
 - B. Moving equipment.
 - C. Building worktables.
9. Performs preventative maintenance on all equipment, scheduling around production needs.
10. Verifies that all tools and equipment are in safe and operable condition before operating or allowing someone else to operate.
11. Works responsibly with and around various types of material handling equipment and machinery.

12. Documents the maintenance equipment and supplies used.
13. Monitors and organizes the maintenance department records.
14. Maintains good housekeeping in designated work areas.
15. Performs any other duties as assigned by the Maintenance Manager.
16. Performs all designated job duties/tasks in other departments as assigned to ensure the operating efficiency of the company and maximize utilization of all personnel. These assignments may be part of a formalized cross-training program or on an as needed, temporary basis.
17. Performs all assigned tasks in a safe manner according to company policy.

Time Allocation:

1. Troubleshooting. (10-20%)
2. Preventive maintenance. (30-40%)
3. Building/Equipment repairs. (30-40%)
4. Record-keeping. (5-10%)

Skill Requirements:

Must currently be attending a 2 or 4 year college and pursuing a degree in Electronics, Maintenance, or related field.

Must have a cumulative GPA of 2.80 or higher.

Able to operate a variety of hand and power tools.

Possesses good communication skills.

Able to work well with others and asks questions when necessary.

Able to read, write, and speak English.

Possesses legible handwriting.

Able to add, subtract, multiply and divide.

Possesses a valid drivers license.

Able to make good decisions.

Able to work outdoors in inclement weather

Able to flex work schedule as needed for production.

Training Time:

Three to Four weeks. (120-160 hours)

Equipment Used/Machines Operated:

1. General Maintenance Tools. (75-85)
2. Scissors Lift and/or Forklift. (5-10%)
3. Drill Press. (<5%)
4. Bandsaw and Tablesaw. (<5%)
5. Grinder. (<5%)
6. Hand Jack. (<5%)

Supervision Given:

None.

Supervision Received:

Direct, daily supervision from the Maintenance Manager.

POSITION REQUIREMENTS/WORKING CONDITIONS

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	Task/Ability	Task and Ability Description	Percent of Shift
1	Break Schedule	Able to work an eight hour shift with two 15 minute breaks.	100%
2	Hearing	Able to hear instructions and directions clearly for communicating with co-workers while exposed to continuous low-level noise from forklift traffic, production machinery, etc.	85-95%
3	Vision	Able to read and distinguish printed numbers and letters for reading instructions, diagrams, or manuals.	10-20%
4	Sitting	Able to sit.	N/A
5	Standing	Able to stand to operate various equipment. (Forklift, Scissors Lift)	45-55%
6	Walking	Able to walk to gain access to various areas in the production/receiving facility.	30-40%
7	Lifting	Able to lift up to 50 pounds (includes pushing and pulling effort while stationary). *Must request assistance when lifting over 50 pounds.	20-30%
8	Carrying	Able to carry up to 50 pounds (includes pushing and pulling effort while walking).	20-30%
9	Bending	Knees (while lifting up to 50 pounds) Waist (while lifting up to 50 pounds)	20-30% 20-30%
10	Twisting	Shoulders (while lifting up to 50 pounds) Waist (while lifting up to 50 pounds)	20-30% 20-30%
11	Reaching	Left/Right Able to reach to the sides. Front Able to reach to the front. Overhead Able to reach overhead.	10-20% 20-30% 5-15%
12	Use of hands	Fine Manipulation Able to use hands for fine manipulation including use of various hand tools. Heavy Manipulation Able to use hands for manipulation of pallets, boxes, garbage, etc.	50-60% 20-30%
13	Temperature	Office (65 - 75 degrees) Production (60 - 85 degrees) Receiving/Warehouse (40 - 90 degrees) Outdoors (-5 - 95 degrees) Freezer (-10 - 0 degrees)	10-20% 30-40% 40-50% N/A N/A
14	Drug Screening	Required.	100%
15	Speech/Communication	Able to communicate in oral or written form with co-workers.	25-35%
16	Climbing	Able to climb ladders for maintenance purposes.	<5%
17	Other	Exposure to various cleaning chemicals. Post offer Criminal Background Check required.	20-30% 100%