

<b>KVK Tech</b>	<b>Master Job Description</b>		
	<b>Revision:</b>		

<b>Department</b>	Facilities & Engineering		
<b>Job Title</b>	Mechanic	<b>FLSA Status</b>	Non-Exempt
<b>Role</b>	N/A		
<b>Sub Role (If any)</b>	N/A		
<b>Reports To</b>	<i>Facilities Manager</i>		

### 1. Role Purpose:

*(Provide a brief summary of the primary purpose of this role)*

Responsible for equipment repairs and changeovers, preventive maintenance activities, corrective troubleshooting on machinery. Assists with equipment inspection, installations, and equipment system performance improvements. Performs all work in accordance with company policies, procedures and regulations contained in company GMP's, safety standards, SOP's and housekeeping standards.

### 2. Key Duties & Responsibilities:

*(Briefly describe the essential activities that are performed by this role including key duties/responsibilities. Each statement should start with a verb. Additionally, indicate how frequently it is performed)*

- Ensure the proper set-up, adjustment, and operation of equipment.
- Maintain proper operation of equipment to accurately and efficiently perform the designed functions.
- Perform changeover of equipment for different products and components including size or format changes.
- Troubleshoot and correct mechanical problems as they occur and exhibit good decision-making in determining root cause, and sound corrective measures.
- Ensure proper execution of validation protocols.
- Ensure accurate completion of equipment logs, CMMS and/or lab notebooks.
- Ensure cleanliness and proper assembly of manufacturing equipment per approved procedures (SOP's).
- Interface and consult with maintenance supervision, production supervision and Quality Assurance personnel.
- Identify and report quality issues.
- Maintain compliance at all times by following SOPs and all company policies.
- Report accidents and unsafe conditions or unusual circumstances to supervisor.
- Understand and adhere to all cGMP and FDA regulations.
- Maintain a neat and orderly work area at all times.
- Other duties, which may be assigned from time to time, by management of the company.

### 3. Typical Supervisory Responsibility:

*(Identify any responsibilities the role has for supervising others)*

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N/A

**4. Education & Experience:**

*(Describe the education required for this role, including specifications, if any. If equivalent experience or knowledge can be substituted for the educational requirements, A combination of Education and experience shall be taken into account.)*

Education Requirement	Specialization (If any)
High School Diploma or equivalent or technical school certificate preferred	N/A
N/A	N/A

**Experience Requirement**

*(Describe the experience required for this role. Identify the type of experience, number of years, and any additional comments on the experience and education requirements for the role. Also, include any geography specific requirement that differs from the experience.)*

N/A	
Number of Years (Minimum to Maximum)	N/A

**5. Technical competencies/ Certifications/ Licenses:**

*(Briefly describe the required competencies such as, skill, ability, knowledge an individual must possess to perform the role. Also, identify any certification or licenses required to perform the role.)*

<b>Technical competencies</b>	<ul style="list-style-type: none"> <li>• Excellent mechanical aptitude.</li> <li>• Must be able to competently setup, adjust, repair and maintain equipment in a timely manner.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Ability to read and comprehend SOP's, Batch Records and training documents.</li> <li>• Ability to multi-task effectively.</li> <li>• Excellent interpersonal skills and ability to effectively interact with different functional groups.</li> <li>• Must be able to stand for an 8-hour shift and lift, push or pull up to 50 pounds.</li> <li>• Must be able to properly complete documentation including maintenance forms and equipment logbooks.</li> <li>• Ability to wear any type of protective equipment.</li> <li>• Practical experience in the troubleshooting and repair of highspeed production equipment is highly desired.</li> </ul>
<b>Certifications</b>	N/A

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<b>Licenses</b>	N/A
<b>Other</b>	N/A

**6. Physical demand and Work environment:**

*(Provide details regarding the physical demands and work environment that are essential to the role)*

**a. Physical demands:**

While performing the duties of this job, the employee is required to walk, sit, and use hands to finger, handle or feel tools or controls, reach with hands and arms, balance, stoop, crouch, bend, talk and hear. The employee must lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**b. Work environment:**

N/A