

KVK Tech	Master Job Description		
	Revision:		

Department	Facilities and Engineering		
Job Title	Maintenance Technician	FLSA Status	Non-Exempt
Role	N/A		
Sub Role (If any)	N/A		
Reports To	Facilities Manager		

1. Role Purpose:

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

Perform routine preventive maintenance, instrument calibration, to improve production facilities, laboratory, manufacturing and packaging equipment.

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)

- Follow cGMP policies, procedures, and training.
- Perform scheduled preventive maintenance, and instrument calibrations.
- Document all instrument calibrations and equipment preventive maintenance.
- Complete work order projects and document when completed.
- Perform electrical maintenance to install, maintain, and troubleshoot power distribution systems, branch circuits, lighting systems, transformers, and wiring methods and materials.
- Perform mechanical maintenance of all manufacturing and packaging equipment.
- Perform plumbing maintenance in replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc. Weld, solder and braze various piping and materials.
- Reconfigures, installs, positions, and remounts' modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.
- Prepares surfaces and paints various structures and equipment (e.g. walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion. Maintain a safe, comfortable working environment using various painting equipment and related tools (e.g. sprayers, rollers, brushes, thinners, etc.).
- Performs other work-related duties as assigned.
- Assists with maintaining building security and immediately responds to building emergencies on a 24-hour basis.
- Develop and maintain good working relationships across all levels in the organization.
- Other duties as assigned.

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- Comply with FDA guidelines/Company Policies of Data Integrity.

3. Typical Supervisory Responsibility:

(Identify any responsibilities the role has for supervising others)

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)
Diploma from a vocational school or college with a focus in the Mechanical or Electrical field 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
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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.)

Technical competencies	<ul style="list-style-type: none"> • Demonstrated ability to multi-task and prioritize many different projects and workload. • Ability to work independently as well as part of a team. • Ability to communicate effectively, (written and verbally) with peers, management, contractors and vendors. • Must be a self- starter and highly motivated. • Experience/aptitude, ability to troubleshoot and repair equipment. • Ability to work all days and shifts, including overtime (24 hours a day, 7 days a week operation, including holidays). <p>Experience and proficiency in the following areas:</p>
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	<ul style="list-style-type: none"> • Automated control for equipment operation. • Mechanical shop skills. • Blueprint and electrical schematic reading. • Knowledge of CMMS programs. • Preventative maintenance procedures. • Industrial electrical power wiring. • Industrial controls wiring and logic. • Industrial Electronics. • PLC programs. • Industrial PC literacy. • Knowledge of Fire Prevention Systems and Maintenance • Knowledge of N.E.C.
Certifications	N/A
Licenses	N/A
Other	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