



Maintenance I Jackson Plant

FLSA Status: Non-Exempt

Reports To: Industrial Systems Specialist

TRAVEL: <10%

Positions Supervised: None

POSITION SUMMARY

The Maintenance I Technician will take ownership of assigned equipment performance, identifying recurring issues, recommending corrective actions, and supporting long-term equipment reliability. Safely performs various maintenance duties, with significant focus on equipment uptime to support the achievement of business goals and objectives.

ESSENTIAL DUTIES

- Committed to the Mission and Values of Nicolet Plastics LLC.
- Proficient in production and safety policies/procedures including lockout/tagout, confined spaces, PPE, machine safeguarding, equipment operation, and maintenance activities.
- Evaluate equipment condition and independently determine appropriate routine preventive or corrective maintenance actions within established procedures, escalating non-routine issues when necessary.
- Determine daily maintenance priorities based on equipment condition, production needs, work order urgency, and safety considerations while coordinating activities with production personnel.
- Independently troubleshoot equipment failures, determine probable root causes, implement appropriate repairs within assigned authority, and escalate issues involving significant operational, safety, or engineering concerns.
- Perform electrical troubleshooting and replacement of sensors, heaters, motors, contactors, switches, relays, wiring devices, and other electrical components.
- Respond to equipment breakdowns and maintenance requests with urgency to minimize downtime and support production requirements.
- Perform daily maintenance activities including inspections, lubrication, cleaning, component replacement, and general equipment upkeep.
- Install, modify, relocate, repair, and maintain manufacturing equipment, facility systems, and infrastructure while supporting capital projects, equipment upgrades, automation initiatives, and continuous improvement efforts.
- Perform basic fabrication to support equipment repairs and facility improvement projects.
- Read and interpret schematics, drawings, manuals, specifications, gauges, meters, and diagnostic equipment.
- Safely utilize hand tools, measurement tools, power tools, testing equipment, welding equipment, lifting devices, and material handling equipment.
- Coordinate routine service activities with contractors and service providers as needed.
- Ensure asset information and maintenance work orders are accurate, complete, and closed in a timely manner to maintain reliable equipment history and maintenance records.
- Monitor spare parts inventories and determine when routine replacement components should be reordered to support equipment reliability.

ESSENTIAL DUTIES (Continued)

- Participate in continuous improvement, technical training, and environmental, health, and safety programs while providing maintenance support to production personnel as required.
- Identify equipment deficiencies and determine appropriate corrective actions, temporary repairs, or escalation to minimize downtime while maintaining safe operation.
- Maintain a clean, organized, and safe work environment while demonstrating accountability, professionalism, teamwork, flexibility, and a positive attitude.
- Support overtime, emergency maintenance activities, after-hours service needs, and other operational requirements, as necessary.
- Ability to get certified on forklift and aerial lift.
- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE

- Associate's degree in Electro-Mechanical Technologies or similar field of study, preferred.
- Basic Electricity education/certification; knowledge with National Electric Codes (NEC)
- Three to five years of related experience, manufacturing environment preferred.
- Excellent verbal, written and interpersonal communication skills.
- Proven organizational and problem-solving skills.
- Strong desire to collaborate with and be part of a Team.
- Intermediate computer proficiency with ERP, Work order, and basic MS Office applications
- Must be highly self-motivated/a self-starter.

PHYSICAL DEMANDS

While performing the duties of this job, the team member is frequently required to stand and/or walk 90% of time; walk, handle tools, or controls; communicate and listen (hear). The employee is frequently required to squat/kneel, reach, push, pull, climb, or balance. The employee must occasionally lift and/or move parts, supplies, etc. weighing up to 40 pounds. Be able to handle, grasp, and perform repetitive motion. Must also have eye/hand/foot coordination. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Physical Demands

		Lift/Carry	
Stand	F (Frequently)	10 lbs or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	O (Occasionally)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	O (Occasionally)	12 lbs or less	F (Frequently)
Crawl	O (Occasionally)	13-25 lbs	F (Frequently)
Squat or kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	O (Occasionally)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs./day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs./day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs./day)

Other Physical Requirements

Vision (Near, Distance, Color, Peripheral, Depth Perception)

Sense of Sound (Ability to hear loud noises)

Ability to wear Personal Protective Equipment (PPE) (Safety glasses with side shields, safety shoes, various types of gloves)

Work is performed primarily in a manufacturing environment; moderate to high levels of dirt, noise, vibrations, equipment movement hazards, fumes, chemicals/solvents, and electrical hazards. Ability to work in varying temperatures, including working outdoors as needed. Occasional work in an office environment with use of computer and other standard office equipment. Personal Protective Equipment (PPE) such as safety glasses, safety shoes, hearing protection, etc. is to be worn as applicable throughout entire shift.

By signing below, I acknowledge that I am generally competent to perform the above essential job functions as a Maintenance Technician.

Team Member Acknowledgement

Date

By signing below, I acknowledge the employee is generally competent to perform the above essential job functions as a Maintenance I Technician.

Coaching Resource Acknowledgement

Date