



## Job Description

**Job Title:** Maintenance Associate (Multi-Craft)  
**Department:** Maintenance  
**Location:** Insteel Wire Products, TXW (12) Dayton, TX  
**Reports to:** Maintenance Manager/Supervisor  
**FLSA Status:** Hourly/Nonexempt

### SUMMARY

Installs, maintains, and repairs machinery, equipment, physical structures, and mechanical, hydraulic, and electrical systems for efficient operation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

**Carries out responsibilities in accordance with the organization's policies and applicable laws.**

Other duties may be assigned.

- Knows safety equipment and is aware of machine safety procedures.
- Knows how to lubricate machinery and equipment.
- Performs basic repair of ancillary components.
- Operates hand and power tools.
- Operates manlift.
- Obtains a valid forklift license.
- Assists in repairing machinery.
- Performs minor forklift repairs.
- Sets up and operates welding torches.
- Sets up and operates Arc and Mig welders.
- Performs basic plumbing.
- Maintains and repairs lighting/ballasts.
- Performs preventative maintenance on all machines and equipment.
- Performs basic mechanical repairs on all equipment.
- Performs basic multimeter functions (fuses, conductivity).
- Becomes familiar with all plant production equipment.
- Demonstrates basic troubleshooting skills (hydraulics, electrical, mechanical).
- Troubleshoots:
  - Basic hydraulic systems
  - Basic electrical systems-Run/Stop circuits on all equipment
- Demonstrates general knowledge and operating capability of milling machines and lathes.
- Installs single phase and 3-phase electrical motors with capability of wiring correctly.
- Inspects and changes brushes on DC motors.
- Removes, repairs and installs gearboxes on machines.
- Reads and uses micrometer, caliper, multimeter, megar and other testing equipment correctly.

- Demonstrates basic welding capability.
- Demonstrates general knowledge of plumbing, valve types, fitting types, types of pipe such as, PVC, steel, copper, etc.
- Makes informative decisions on repairs during ‘running time’.
- Demonstrates willingness to train other employees.
- Demonstrates knowledge of electrical circuits-relays, contactors, motors, starters, DC drives.
- Demonstrates knowledge of 120V, 220V, 277V, and 480V systems, single and 3 phase.  
Adjusts potentiometers on Moog Servo motor.
- Demonstrates knowledge of hydraulic and mechanical systems:
  - Troubleshoot relief valves, flow valves, cartridge valves, pumps, etc.
  - Axial piston pump repair
  - Gear pump repair
  - Proficient in blueprint reading
  - Demonstrates a willingness to train others.
  - Welds in all positions (Mig, Tig, Stick)
- Assist in all maintenance aspects
- Respond to after-hours service calls

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION and EXPERIENCE**

The education requirements and experience requirement listed here indicate the minimum basic educational knowledge and minimum previous work-related experience required by the job duties of the position.

### **Education:**

High School Diploma not required; ability to use simple gauges or instruments that require no interpretation. Must follow oral instructions and occasionally use simple writing or arithmetic skills.

### **Experience:**

A minimum of 5 years work-related experience is required.

An equivalent combination of education and work-related experience may be acceptable.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

None

## **INITIATIVE AND INGENUITY**

Requires the use of judgment to plan, perform and make decisions as to the sequence of setups, operations and processes within the limitations of recognized or standard methods and procedures

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Continuously (70-100%):**

Talk or hear (normal or corrected)

Use hands to feel, touch, grasp or grip tools, objects, or handles

**Frequently (30-70%):**

Stretch

Stand

Walk and move around

Rotate body in a standing position

Perform repetitive movements

**Occasionally (Up to 30%):**

Lift, carry, push or pull up to 25 pounds in a difficult position (stretching, pushing, and pulling) up to 15%

Bend, stoop, kneel, crouch or crawl

Reach overhead with hands and arms

Sit

Rotate body from a sitting position

Climb or balance

Rotate body from a sitting position

Taste or smell

Vision requirements of this job include:

Constant observation

Near acuity

Far acuity

Depth perception

Peripheral vision

Dim or bright lights

Frequent change of focus

Distinguish color

The use of mechanical controls includes:

Buttons

Knobs

Levers

Cranks

Pedals

**EQUIPMENT USED**

Responsible for total set-up, adjustment, operation and/or maintenance of equipment where errors would result in extensive damages and expenses.

**Continuously (70-100%):**

Machinery such as production machinery with ancillary equipment with responsibility for setups, adjustments, and maintenance.

Testing/Measuring devices such as multimeter, caliper, megar, micrometer and tape measure.

**Frequently (30-70%):**

Hand tools

**Occasionally (Up to 30%):**

Vehicles/Heavy Equipment such as forklift, manlift with responsibility for repair and maintenance.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is responsible for minimizing accidents within the facility and for following established safety policies and procedures during performance of this job.

**Continuously (70-100%):**

Moving or dangerous machinery  
Loud noise

**Frequently (30-70%):**

Heat (non-weather)  
Cold (non-weather)  
Electrical shock hazard

**Occasionally (Up to 30%):**

Wet or humid conditions  
Slippery floors, ramps, etc.  
Vibration  
Outside weather  
Dust  
Oil, grease, solvents  
Work at heights  
Vapors, odors, fumes, gases  
Explosive or incendiary danger

**REQUIRED PROTECTIVE CLOTHING/DEVICES**

**Continuously (70-100%):**

Earplugs  
Safety goggles/glasses  
Safety shoes  
Hard hat  
Arc flash protective clothing

**Occasionally (Up to 30%):**

Masks  
Gloves  
Aprons

**WORK HOURS**

Willing to work shifts, day or night