

## Job Description

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**Title:** Maintenance Technician

**Department:** Maintenance

**Date Effective:** 05/2023

**Document title:** Maint Tech

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**Mgr. Approval:**SL LL

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### Job Summary

Performs installations, inspections, repairs, surveillance, monitoring, and preventative and corrective maintenance on Station facilities equipment, systems, and structures as necessary to ensure the safe, efficient and dependable operation of the plant. Performs these activities on individual components as well as complex systems, equipment, and structures. Performs work under limited supervision dependent on training completed and demonstrated ability. Assignments may be in an area associated with activities such as scaffolding, locksmith, tool control, lubrication oil control, tooling repairs or tool/rigging inspections and clean-up activities.

### Key Areas of Responsibility

- Working under the direction and supervision of others, perform preventative maintenance on any of the following operating systems: hydrolysis, distillation, fractionation, separations, logistics, or utilities.
- Inspect and test equipment to locate damage or worn parts and assist in the diagnosis of malfunctions.
- Read work orders or blueprint drawings or P&ID's to understand the issue and to determine required repairs.
- Assist in the repairs to valves, pumps, and steam traps.
- Reassemble repaired pumps to specified requirements, using hand tools.
- Use proper mechanical and power equipment/tools.
- Assist with process equipment assembly and installation.
- Perform lubrication on equipment as needed and directed.
- Perform flange work as directed.
- Complete data entry into the work order system as required.
- Maintains a thorough working knowledge of, and performs work activities according to established practices, procedures, programs, and codes.
- Performs preventive and corrective maintenance, lubrication, surveillance, and equipment calibration programs.
- Prepares and maintains related reports, logs, records, and historical data, as assigned.
- Recommends changes to existing maintenance methods, procedures, predictive maintenance, and applications to improve overall Station activities. -May provide direction and guidance to other Services technicians or craft.
- Assists in maintaining necessary tools, equipment, spare parts associated with the maintenance of the Station Facilities and systems.
- Participates in and completes plant and Maintenance Services Department training; maintains proficiency in primary craft and second assigned craft specialty.
- Performs rigging in support of the movement of equipment and materials.
- Maintains a thorough working knowledge of the Station's tagging and lockout tagging program.
- Prepares and assists in the preparation and revision of detailed training, programs, procedures, and PMs for the Maintenance Services Department as assigned.
- Recommends to Maintenance Services supervision the termination of any maintenance activity, which is not being carried out per applicable procedures, specifications, regulations, requirements, or accepted practices.
- Recommends to Maintenance Services supervision the termination of any activity, which jeopardizes personnel safety, equipment safety, or continued plant operations.
- Responsible for snow removal or the overseeing of snow removal.
- Responsible for maintaining the tool cribs and lube oil shop on site.
- Required to participate in significant outages, when assigned, by performing a designated outage position, and maintaining required training qualifications. An outage assignment may involve shift work and/or working extended hours.
- Performs other duties and responsibilities, as required

## Job Description

### Formal Education / Certification Requirements – Essential Functions

#### Required

- High school graduate/GED
- Post-secondary certificate in Mechanic & Repair Technologies a plus
- Successful completion of skills assessment
- Ability and proficiency in using: hand tools, power and shop tools, torque wrenches, torches, etc.
- Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance/bridge port-Lathe experience a plus
- Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote safety
- Equipment Maintenance — performing routine maintenance on equipment and determining when and what kind of support is needed
- Repairing — Repairing machines or systems using the needed tools
- Troubleshooting — determining causes of operating errors and deciding what to do about it
- Critical Thinking — using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Equipment Selection — determining the kind of tools and equipment needed to do a job
- Ability to work independently with little direction
- Communication and information sharing to ensure safe working conditions
- Comfortable working in a dirty work environment

#### Preferred

- Experience with manual lathes
- Experience with manual milling machines

### Travel Requirements

Not required; unless additional off-site training as necessary

### Physical Requirements / Working Conditions

- Tasks performed are exposed to all weather conditions.
- Require the usage of personal protective equipment (PPE) and may take place in confined spaces.
- Duties involve frequent walking, standing, lifting, pushing, pulling, and carrying objects up to 50lbs.
- Climb stairs and ladders to heights of 120 feet.
- Lifting of equipment up to and exceeding 40lbs to perform maintenance duties
- Turn valves, move handles, work overhead.
- Support TRT's annual shutdown

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Tasks may take place in both extreme cold and extremely hot work environments. Periodic potential exposures to hazardous chemicals/conditions exist in this position, and training is mandatory. The work schedule may periodically rotate and may include duties on holidays and weekends. Uniforms are provided and as well as footwear allowance.

### Disclaimer

The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. This document is subject to change at any time and is not intended to be exhaustive of all duties, responsibilities, and skills required by employees with this position title. TRT complies with all aspects of the Americans with Disabilities Act (ADA) and state disability laws.

## Job Description

**To be completed by HR:**

<b>Job Code:</b> <b>EEO Code:</b>	<b>FLSA Status:</b> Non-Exempt	<b>Completed by:</b> S. Lewis <b>Date finalized:</b> 05/11/2023
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