

Equipment Maintenance Technician Job Description

Duties and Responsibilities:

- Repairs, installs, and adjusts chemical vapor deposition process equipment and other vacuum deposition equipment in the company
- Troubleshoots to diagnose problems; repairs and performs routine preventative maintenance on equipment
- Modifies and tests equipment to improve systems uptime and reliability
- Assists in maintaining a clean work environment
- Maintains and updates all process documentation
- Supervises equipment modifications for process changes, new models, and expansions needs
- Responsible for monitoring of facilities that support process equipment, such as process gases
- Updates and reviews daily maintenance logs
- Follows all safety policies and procedures strictly
- Undertakes actions such as lubrication, cleaning, filter changes, etc. on equipment for preventive maintenance purposes
- Undertakes precision alignments and significant other tests associated with installation, qualification and/or calibration of equipment and machinery
- Performs accurate documentation of results of alignments and calibrations
- Troubleshoots and repairs various mechanical, electrical, pneumatic, and hydraulic equipment and systems involving the isolation of the malfunction parts, disassembly of equipment and repair/replacement of faulty components
- Operates various hand and power tools and machines to discharge duties
- Carries out design, development, and implementation of preventative maintenance programs on machinery and mechanical systems

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- Applies computer programs to track and update jobs and service requests
- Uses equipment manuals, technical documents, internal and vendor resources to aid in troubleshooting and repairing of tools and equipment
- Looks into service requests for repairs and maintenance to determine nature of problem and recommend appropriate solutions
- Undertakes the sourcing and ordering of required parts, supplies, and services
- Safely operates forklifts, man-lifts, and equipment, adhering to safety standards
- Ensures that equipment are in a safe and working condition and utilize the Lock-Out Tag-Out program
- Ensures prompt and regular attendance following a schedule
- Performs limited carpentry and painting works when necessary
- Ensures the application of Quality Policies and Procedures in all aspects of daily duties and responsibilities.

Equipment Maintenance Technician Requirements – Skills, Knowledge, and Abilities

- Education: Associate's degree (electrical, mechanical, or technology related degree), or equivalent from two-year College or technical school, skilled trades certificate; or High School Diploma/GED and 2-3 years technical maintenance or related experience/training; or equivalent combination of education, experience, and training
- License/Certifications: It may be required to obtain a license to practice depending on the state. The requirement for certifications depends on the organization. HVACR: certifications in proper refrigerant practices (Freon license) and 410A Safety Certification Card may be required. Other licenses/certification includes (OSHA, HAZMAT, mechanical etc.)
- Communication skills: They require oral and written communication skills to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. It is also required for writing routine reports and correspondence

- Presentation skills: This is necessary to effectively present information in one-on-one and small group situations to other employees of the organization
- Excellent reasoning skills: Ability to solve practical problems and handle a variety of concrete variables in situations where only limited standardization exists
- Interpersonal skills: This is required to clearly communicate with other employees and build relationships with employees, supervisors/managers, customers, as well as outside contractors
- Physical requirements: The equipment maintenance technician job requires extended periods of standing, bending, kneeling, pushing/pulling, reaching, etc. and to occasionally lift more than 50 lbs, as needed
- Knowledge: Maintenance technicians must possess basic knowledge of electricity and electrical components; basic computer knowledge, ability to read blueprints and schematics, demonstrate the knowledge and ability to employ safe work practices. Working knowledge of sensors, switches, lasers, dispensers, robotics, and conveyance systems may also be required.