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# Mechanic III - Duq

**Job Category:** Operations

**Requisition Number:** MECHA001345

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Posted: March 16, 2023

Full-Time

Duquesne, PA 15110, USA

## Job Details

### Description

#### JOB SUMMARY:

The Lead Mechanic will be responsible for managing the day to day activities of the Duquesne Maintenance Department, primarily the production and facility maintenance, including the following;

- Generating and maintaining all maintenance documentation including equipment upgrades – both electrical and mechanical.
- Managing the Preventative Maintenance and Vendor Managed, which include the daily and weekly scheduled preventative maintenance activities.
- Supporting production equipment repairs and preventative maintenance.
- Facility maintenance of all incoming utilities, interior and exterior lighting, building security systems, fire protection systems, HVAC, and waste/recycling management.

#### PRIMARY RESPONSIBILITIES:

- Schedule daily resources, which will include staffing, materials, and equipment.
- Project Planning – Capitol equipment, upgrades, routine and non routine maintenance
- Downtime Assessment – research main contributors to down time, assess and plan required action plans to eliminate future issues.
- Assure all equipment documentation is updated and maintained, including Electrical, Mechanical, and Pneumatic drawing updates/generation in CAD
- Update and maintain the two main Duquesne maintenance areas.
- Manage Preventative Maintenance Program
- Manage Vendor Managed Spare Parts Program
- Reactive Maintenance – Must be able to address emergency breakdowns, assess root cause, address, and repair in timely fashion.

#### ESSENTIAL QUALIFICATIONS:

- High school diploma
- Trade School in Electro-Mechanical field preferred.

- Must have both Electrical and Mechanical proficiency regarding production/facility equipment
- 4 yrs maintenance experience in a manufacturing environment – (continuous Operations a plus)
- MS Office Suite proficiency
- PLC experience a plus
- Shift Work availability periodically

PHYSICAL DEMANDS:

- Ability to frequently lift objects weighing up to and including 50 pounds
- Ability to frequently carry objects weighing up to and including 25 pounds
- Ability to push and/or pull objects weighing up to and including 50 pounds

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