

# REULAND ELECTRIC



## POSITION DESCRIPTION

*Qualified females  
are encouraged to  
apply.*

**TITLE:** MACHINE MAINTENANCE  
**DEPARTMENT:** Machine Building  
**REPORTS TO:** Department Leadperson and/or Supervisor  
**Main Function:** Rebuilds, modifies and tests machines.

### **Responsibilities:**

1. Rebuilds, repairs and modifies machines, constructs new apparatus.
2. Diagnoses causes of malfunctions in industrial machines.
3. Corrects malfunctions in machines by taking action necessary.
4. Dismantles machines to examine defective parts.
5. Repairs or makes parts using machine tools.
6. Assembles and starts machine to verify correction of malfunction.
7. Locates and determines electrical malfunctions using test instruments.
8. Repairs electrical malfunction by such methods as replacing burned out elements, fuses and defective wiring.
9. Inspects circuits and wiring. Repairs or rewires system.
10. Plans, constructs and assembles panels for machinery.
11. Procures (orders) all electrical/mechanical parts, supplies and materials.
12. Maintains quality standards.
13. Performs other duties as assigned by department leadperson.

### **Qualifications:**

1. Must have mechanical and electrical background.
2. Must be able to read blueprints and schematic drawings.
3. Must be able to read and use measuring instruments and other precision tools.
4. Must have basic design and communication skills.
5. Must be experienced in the operation of machine tools.
6. Must be able to use hand and power tools.
7. Must have own tools.