

**Chippewa Valley Ethanol Company**  
**Job Description**

**Job Title:** Mechanical Technician  
**Reports To:** Maintenance Manager

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs general maintenance under the direction of maintenance manager.
- Performs and documents preventive maintenance on all operating equipment as scheduled by a computerized maintenance management system (CMMS).
- Repairs pumps, more specifically, aligns pumps, changes impellers, seals, bearings, tightens and changes packings, etc.
- Maintains heat exchangers, evaporators, dryers, hammer mills, conveyors, elevators, agitators, fans, blowers, and other equipment.
- Changes and/or repairs valves.
- Welding and cutting skills desirable.
- Assists with maintenance and calibration of instruments associated with the plant.
- Responsible for various and sundry special projects as directed by manager.
- Maintains and repairs all rolling stock.
- Responsible to assist operations in troubleshooting and manpower when needed.
- Responsible for documentation of preventive maintenance and any other repairs performed on equipment.
- Promotes and supports a clean and safe workplace.
- Consistently is at work and on time.
- Participate in a rolling on-call program. 1 week on 3 weeks off.
- Respond to Plant emergencies within 30 minutes of notification while on-call.
- Observes safety and security procedures, reports potentially unsafe conditions, and uses equipment and materials properly.
- Acts professionally and treats others with respect and consideration.

**SUPERVISORY RESPONSIBILITIES**

None.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

vocational school graduate or possess equivalent on-the-job experience.

Two to five years experience in overall plant maintenance is usually required to perform on this level.

**LANGUAGE AND COMMUNICATION SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

**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. The physical demands are as follows, climb several flights of stairs, climb ladders, lift 50 lbs, work in variable weather conditions, work on high platforms and work in confined spaces.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work in 100° F to -20° F temperatures, work on up to 80' high platforms and work in confined spaces. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

