

**GREAT NORTHERN CORPORATION
JOB DESCRIPTION**

JOB TITLE: Maintenance Mechanic
REPORTS TO: Crew Leader/Supervisor

STATUS: Non-Exempt
DATE: Sept. 1, 2012

POSITION SUMMARY

Perform preventative maintenance procedures and related maintenance duties on a wide variety of equipment and infrastructure. Included are Corrugating machines and Corrugate Converting machines, process support equipment, interior and exterior of buildings and grounds. Conduct preventative maintenance procedures on both electrical and mechanical systems. Poses the ability to troubleshoot and repair electrical and mechanical failures. Maintain overall condition of company assets following the standards set forth and regulated by the company policy

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. OTHER DUTIES MAY BE ASSIGNED.

1. Participates in continuous improvement and effectively communicates opportunities to improve efficiencies and effectiveness for this position.
2. General Industrial maintenance to include, but not limited to lubricating, repairing, rebuilding, trouble shooting, and cleaning production machines. Other duties to consist of infrastructure maintenance and fabrication. This includes welding, cutting, grinding, carpenter work, and operating shop machines (lathes, mill, drill press, grinder, saw, and other small hand tools).
3. Perform maintenance and repair to the lift trucks; roll grabs and dollies, steam generators, air compressors, and other process support equipment.
4. Perform electrical, plumbing, hydraulic, HVAC, and concrete work.
5. Accurately carry out and assist in the development of preventative maintenance procedures.
6. Create and complete work orders using the CMMS.
7. Communicate with machine operators.
8. Utilize the CMMS and other resources to provide maintenance planning.
9. Support and develop downtime reduction initiatives.
10. Work overtime as required.
11. All other duties as assigned

ADDITIONAL RESPONSIBILITIES

Additional responsibilities maybe assigned by Crew Leader/Supervisor.

WORK RELATIONSHIP AND SCOPE

The Maintenance Mechanic reports to the Crew Leader/Supervisor.

MEASURE OF PERFORMANCE

Fulfillment of all job responsibilities successfully by being able to perform each essential duty satisfactory. Meeting all customer and GNC specifications for quality, accuracy and efficiency. Compliance with all plant safety rules, general rules and procedures. Effectiveness of communication and development of good working relationships with other employees. Accurate and timely reports. Soundness of decisions made regarding personnel, machinery and equipment, work methods and safety. Integrity of confidential employment and business information. Ability to analyze and solve problems. Honesty, fairness, flexibility, and tact. Possession of the trust and respect of employees, co-workers and management. The requirements listed below are representative of the knowledge, skill, and/or ability required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The Maintenance Mechanic must hold a high school diploma or general education degree (GED); three years related experience and/or training; or equivalent combination of education and experience. It is a requirement to poses, or obtain, an Associate's Degree, Millwright or Journeyman card in a related field to remain in the department. Mechanic must demonstrate the ability to read and interpret documents such as mechanical and electrical drawings, maintenance procedures and manuals, company policies and safety rules. Mechanic must have the ability to write routine reports and correspondence as well as be able to speak effectively before groups of customers or employees of the organization.

Addition, subtraction, multiplication, and division skills using various units of measure is required; this includes whole numbers, fractions, and decimals. The ability to compute rate, velocity, ratio, and percent, perform conversions, interpret and or develop graphs and technical reports is also required. The mechanic must be able to carry out instructions furnished in written, oral, or diagram form. Possession of the ability to deal with problems involving several variables in various situations and take appropriate action to resolve these problems is a must.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, vibrations, extreme heat, and moving mechanical parts. The noise level in the work environment is usually loud.

PHYSICAL REQUIREMENTS

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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands for manual dexterity; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

EMPLOYEE ACKNOWLEDGMENT

This job description does not state or imply that these are the only duties and responsibilities assigned to the job. Employees may be required to perform other job-related duties and/or work various shifts as requested by management. All requirements are subject to change over time at the discretion of management, and are subject to possible modification to reasonably accommodate individuals with a disability.

This job description is not an employment contract and does not create contractual obligations. You are an employee "At Will" with the right to terminate employment at any time, for any reason; just as our Company retains a similar right to terminate the employment of any employee.

I have read and understand all of the job description as stated above.

Employee's Signature

Date