

## **Maintenance Mechanic / Lead Technician (Manufacturing Facility)**

W.C.P. Inc. DBA West Coast Insulated Glass Products, a privately owned manufacturing company serving the Window, Door & Glazing Industries, is seeking a highly motivated individual to join our team in Cerritos, California. We provide a fulfilling workplace for employees by offering opportunities for personal and professional development, recognizing high performance and embracing ideas for continuous improvement.

### **Primary Function:**

A maintenance professional who, will maintain and improve plant mechanical systems and equipment to provide a high degree of Safety, Quality and Productivity, in an Glass Fabrication/Manufacturing setting. This position will include troubleshooting, repair, modification and replacement of equipment.

### **Prerequisites**

- Experience in glass industry preferred, but not required.
- Supervisory experience necessary.
- Good verbal communication skills.
- Able to read and perform mathematical calculations, ability to read and write measurements in numbers, fractions and decimals at a high school education level or equivalency.
- Good organizational skills.
- Strong mechanical and electrical aptitude.

### **Responsibilities**

- Supervise personnel and maintenance work flow.
- Ensure that all personnel, prior to the start of shift, are wearing the correct safety equipment and that safety awareness is maintained throughout the shift.
- Ensure that individuals are properly trained and their job functions are being performed correctly.
- Confirm that employees have been instructed on the proper safety procedures.
- Conduct meetings with mechanics before each shift to go over daily schedule and perform performance evaluations on maintenance mechanics weekly.
- Report to Maintenance Manager any safety hazards or equipment malfunctions immediately to get scheduled for repair.
- Complete verbal and written disciplinary warnings/counseling in accordance with the company's policy and procedures.

### **Maintenance Skills:**

- Troubleshooting, repair, modification and replacement of production equipment in areas such as; glass cutting, glass tempering, glass lamination, insulated glass and all other equipment related to the plant
- Performing PMs during operation or during scheduled downtime
- Spare Parts List audits when required
- Keep all work areas neat and clean including the maintenance shop
- Record and communicate shift activity in an organized manner
- Responding to production equipment emergencies in a prompt and professional manner
- The ability to communicate with line personnel and supervision to stay up to date with the current schedules to maximize downtime/equipment availability
- Communication of potential equipment problems to production and maintenance supervision to allow for scheduling or repair.
- Ability to troubleshoot and make recommendations based on mechanical/technical knowledge.
- Follow all plant and departmental job procedures and plant safety procedures

**Qualifications:**

Vocational/Technical school graduate or a minimum of 2 years experiences as an industrial or commercial maintenance technician

**Preferred Background/Skills/Knowledge:**

- Proficient in work order management
- Experienced in troubleshooting of automated glass production equipment
- Self-motivated.
- Person needs to work well with limited supervision in a team environment.
- Listens to and understands others' points of view and articulates opinion tactfully.
- Works well in a fast-pace, goal-driven environment.

**Craft Skills:**

Print Reading, Lube Grease Application, Chain Drives, Conveyor systems, Pneumatic, Circuit Control Schematics, General Welding, Hydraulic Systems, Voltage Detection, Fabrication, Control Valve Operation, Pipe fitting, Automated Lines, Gears and drive train, Conveyor Systems, Glass Washers, Water pumps and valves, PLC's and Controllers.

**Other:**

- Ability to lift up to 50lbs.
- Work mandatory OT; and flexible regarding Shifts (assist an off shift when needed).

- Keeps machinery and mechanical equipment in good repair. May examine, troubleshoot, and dismantle machinery to make necessary adjustments.
- Works under minimal supervision and operates independently in most circumstances.
- Must speak, read, write, and understand English.
- Must have reliable transportation.