



**Job Title:** Maintenance Associate  
**Department:** (027) Maintenance  
**Location:** Insteel Wire Products, Hickman, KY  
**Reports To:** Maintenance Supervisor  
**FLSA Status:** Nonexempt

### **SUMMARY**

Installs, maintains, and repairs machinery, equipment, physical structures, and pipe and electrical systems in commercial or industrial establishments by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

**Carries out responsibilities in accordance with the organization's policies and applicable laws.**

Other duties may be assigned.

#### Level 1 Requirements:

- Safety awareness
- Lubrication of equipment
- Basic repair of auxiliary components
- Understand and use tape measure, micrometer, caliper, and other measuring devices in both English and Metric units.
- Operate hand and power tools
- Operate manlift
- Obtain a valid forklift license
- Computer knowledge and Maximo functions as required

#### Level 2 Requirements:

- Assist in repairing machinery
- Minor forklift repair
- Familiarity of plant production equipment
- Familiarity of plant systems
- Torches - setup and operation
- Arc welder - setup and operation
- Basic plumbing
- Butt welder troubleshooting and repair
- Basic multimeter functions (fuses, conductivity, voltage presence)
- Basic understanding, operation, and repair of rolling cassettes

#### Level 3 Requirements:

- Perform preventative maintenance on all machines and equipment
- Basic mechanical repair
- Basic welding capability
- Perform a complete rebuild of rolling cassettes
- Perform alignment requirements of rolling cassettes
- Inspect/change brushes on DC motors
- Lighting/ballast
- Basic troubleshooting skills (hydraulics, pneumatics, electrical, mechanical)

#### Level 4 Requirements

- Advanced troubleshooting
  - Hydraulic systems
  - Electrical systems - control circuits on all machines (excluding PLC's)
  - Pneumatic systems
  - Thorough knowledge and operating capability of all plant production and systems equipment.
  - Knowledge and safe operating capability of shop equipment such as milling machines, lathes, grinders, sander, drill press, hydraulic press, etc.
  - Install single phase and 3-phase electrical motors and capability of wiring correctly.
  - Understand and troubleshoot branch feeder circuits and disconnects.
  - Remove and install blocks and gearboxes of rolling/drawing machines and use proper rigging techniques.
  - Repair and setup of cross wire insertion gearbox.
  - Advanced use of multimeter, meger and other testing equipment.
  - General knowledge of plumbing, valve types, fitting types, types of pipe such as, PVC, steel, copper, etc.
  - Ability to make decisions on problems and repairs and react accordingly.
  - Willingness and ability to train other employees in Levels 1-3
  - Willingness to attend training seminars and vocational classes as related to job functions.

#### Level 5 Requirements:

- Advanced electrical circuits - relays, contactors, motors, starters, DC drives, AC drives, and advanced trouble shooting of Servo motor systems.
- Read and understand electrical schematics
- 24V - 480V circuits
  - Welders
  - Shear
  - Coiler
  - Stacker
  - DeShazo Cranes
  - Air compressors, chiller, dust collector, etc.
  - Drawing/rolling machines
  - P.L.C.'s (SAIA and Siemens)
  - Erotherm SSD links
  - Setup, calibrate and install AC-DC drives
  - Install welder transformers in all welders
- Advanced hydraulic, pneumatic, and mechanical
  - Trouble shoot relief valves, flow valves, cartridge valves, directional control valves, pumps, cylinders, etc.
  - Proficient in blueprint reading
  - Remove and install all internal parts in a welder
  - Willingness and ability to train others in all previous levels
  - Ability to stick weld in all positions.

#### **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.

**EDUCATION and/or EXPERIENCE** The education requirements and experience requirement listed here indicate the minimum basic educational knowledge and the time required by a normal qualified person to perform the job duties of the position.

#### **Education:**

Broad technical training (high school + 1-3 years apprenticeship/applied trades training). Training requires a basic knowledge in the use of shop mathematics together with the use of complicated drawings, specifications, charts, tables, various types of precision measuring instruments

**Experience:**

A minimum of 3 years work-related experience is required.

An equivalent combination of education and work-related experience may be acceptable.

**INITIATIVE AND INGENUITY**

Requires the use of judgment to plan, perform and make decisions as to the sequence of setups, operations and processes within the limitations of recognized or standard methods and procedures.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Forklift Certification, preferred at job entry. If needed, certification training will be provided.

**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.

**Continuously (more than 70%):**

Stand  
Use hands to feel, touch, grasp or grip tools, objects, or handles  
Talk or hear (normal or corrected)

**Frequently (30-70%):**

Walk and move around  
Bend, stoop, kneel, crouch, or crawl  
Lift, carry, push or pull up to 60 pounds

**Occasionally (up to 30%):**

Sit  
Reach overhead with hands and arms  
Climb or balance  
Rotate body from a sitting or standing position  
Taste or smell

Vision requirements of this job include:

Near vision  
Far vision  
Distinguish color  
Peripheral vision  
Depth perception  
Ability to adjust focus

The use of mechanical controls includes:

Buttons  
Knobs  
Levers  
Cranks  
Pedals

**EQUIPMENT USED**

**Continuously (more than 70%):**

Hand tools

Machinery such as wire drawing machine, rewinding machine, overhead cranes, and machine tools with responsibility for repair and maintenance

**Frequently (30-70%):**

Calculator

**Occasionally (up to 30%):**

Vehicles/heavy equipment such as fork lift and sweeper

Testing devices such as multimeter, amp probe

Measuring devices such as calipers and tape measure

Computer

Routine office equipment such as telephone, fax, copier, printer, etc.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job.

Disagreeable working conditions

**Continuously (more than 70%):**

Dust

Dirt

Oil, grease, solvents

Moving or dangerous machinery

Electrical shock hazard

Very loud noise

**Frequently (30-70%):**

Wet and/or humid conditions

Work at heights

Toxic or caustic chemicals

Heat (weather and non-weather related)

Cold (weather –related)

**Occasionally (up to 30%):**

Slippery floors, ramps, etc.

Vapors, odors, fumes, gases

Outside weather conditions

Explosive or incendiary danger

Vibration

Travel

**REQUIRED PROTECTIVE CLOTHING/DEVICES**

**Continuously (more than 70%):**

Earplugs

Safety goggles/glasses

Safety shoes

**Occasionally (up to 30%):**

Aprons

Masks

Respirators

Harness

Gloves

Hair net