

	Rives Manufacturing, Inc. Personnel Description				
	Document Title:	Maintenance Technician			
	Document I.D.		Revision:		Dated: 06-04-14

Position Title: Maintenance Technician

Reports To: Engineering Manager

Primary Duties:

- Customer Service
- Perform activities related to the maintaining and repairing of physical systems of buildings and equipment.
- Observance of RMI Safety Rules and Regulations
- Observance of the RMI Employee Handbook, as revised
- Evaluate and help develop techniques for the control and improvement of product concepts, quality, reliability & safety.
- Those duties required by RMI to ensure the effective and responsive fulfillment of the Corporate Quality Policy

Position Requirements:

- Read and understand documents/prints as related to your position
- Demonstrate Mechanical Aptitude
- Knowledge of mechanical, electrical, pneumatic and hydraulic systems
- Prefer familiarity with maintaining presses, headers and wire forming equipment
- Minimum of High School Diploma or GED Certificate
- United States Citizen or Registered Alien I.N.S. Status
- Minimum of eighteen (18) years of age
- Dependable transportation to and from the workplace
- Ability to perform the listed physical activities: Lifting, sitting, standing, twisting, bending. Repetitive hand and wrist motions, walking and stair climbing. Restricted ability will be evaluation under the provision of the American Disabilities Act as amended.

Compensation and Fringe Benefits:

- Hourly Position – Full or Part-time
- Medical Insurance Co-Pay Program per Company Policy (Full Time only)
- Optional Dental Insurance Program – Employee Paid
- Optional Insurance Programs – Employee Paid
- Simple Individual Retirement Plan (IRA)
- Those benefits required by Law