

**PHD MANUFACTURING, INC.**  
**JOB DESCRIPTION**

**Job title: GENERAL MAINTENANCE**

Department: Maintenance

Reports to: Maintenance Superintendent

- ❑ Perform maintenance on all plant equipment
- ❑ Set up and adjust forming machines
- ❑ Perform changeovers and adjustments of drill and tap machines, presses, shears, threaders, and roll forming machines
- ❑ Lubricate and perform preventive maintenance on all plant equipment
- ❑ Operate standard tool room equipment to make minor repairs
- ❑ Troubleshoot mechanical, pneumatic, hydraulic, and electrical equipment problems
- ❑ Read die prints and electrical schematics
- ❑ Must be able to problem solve and retain knowledge
- ❑ Must have at least two years of maintenance experience
- ❑ Follow all safety procedures
- ❑ Perform other duties as directed by management