Maintenance Technician

Department: Maintenance
FLSA Status: Non-Exempt
Reports To: Maintenance Manager
Updated: March 2026

Position Summary

The Maintenance Technician is responsible for performing preventive, predictive, and corrective maintenance on plant equipment used in ethanol production. This position ensures equipment reliability through safe, professional, and efficient execution of assigned work orders and maintenance plans.

The Technician supports planning and scheduling processes by providing accurate documentation, technical input, and work order feedback within the CMMS system.

Core Responsibilities

1. Maintenance Execution

- Install, repair, rebuild, modify, weld, lubricate, align, clean, and maintain production equipment.
- Perform preventive and predictive maintenance activities according to schedule.
- Diagnose equipment issues and execute corrective repairs safely and efficiently.
- Follow plant start-up, shutdown, and safety procedures.
- Maintain clean and orderly work areas upon job completion.

2. Work Order & CMMS Responsibilities

- Create work orders in the CMMS (Llumin) system when equipment issues are identified.
- Accurately document problems found, work performed, parts used, and preventive actions.
- Record labor hours and close work orders upon completion.
- Ensure correct equipment and materials are properly charged to work orders.
- Provide feedback to support follow-up work planning.

3. Planning & Technical Support

- Support the Maintenance Planner with job scope development, labor estimates, and material identification.
- Assist in developing standard work order templates for repetitive tasks.
- Validate and qualify parts received for planned work.
- Assist with assembling parts kits for scheduled work.
- Support updates to equipment Bills of Materials (BOM) as needed.

4. Inventory & Materials Handling

- Research and identify required parts using manuals and catalogs.
- Assist with receiving and shipping materials as needed.
- Return unused parts to inventory or route repairable components to workshop.

- Maintain accurate accounting of materials used.

5. Emergency & First Responder Duties (As Assigned)

- Diagnose emergency issues and schedule disruptions.
- Communicate urgent needs to Maintenance Manager or on-call personnel.
- Ensure emergency work is properly documented within the CMMS system.

6. Safety & Collaboration

- Perform all work in compliance with plant safety standards and confined space requirements.
- Collaborate with Production and Maintenance leadership to complete work safely and efficiently.
- Participate in shift start meetings and reliability improvement discussions.
- Support root cause analysis and continuous improvement initiatives.

Qualifications

Experience & Education

- High school diploma or GED required; equivalent experience considered.
- Technical trade experience in welding, mechanical repair, electrical, instrumentation, or related field preferred.

Skills & Competencies

- Knowledge of or willingness to learn welding, cutting, pump alignment, preventive maintenance, and industrial repair techniques.
- Ability to work in confined spaces and industrial environments.
- Ability to follow written and verbal instructions and schedules.
- Strong safety awareness and attention to detail.
- Problem-solving capability and initiative.
- Ability to work under physically demanding conditions.
- Integrity and teamwork.

Physical Requirements

Heavy Work classification: Occasional lifting up to 100 pounds; frequent lifting up to 50 pounds; constant lifting up to 20 pounds. Regular standing and walking; frequent handling of tools and equipment; climbing, kneeling, and stooping as required. Reasonable accommodations may be made in accordance with the Americans with Disabilities Act (ADA).