

**GARRETT ELECTRONICS, INC. dba GARRETT METAL DETECTORS**  
**POSITION DESCRIPTION**

***General Maintenance Technician***

***POSITION SUMMARY:***

Works in an ISO 9001 environment to perform tasks required to Diagnose, repair, and perform routine maintenance for facility and on all manufacturing equipment.

***POSITION RESPONSIBILITIES:***

- Honesty and dependability is an absolute must.
- Have the ability to read and interpret simple electrical schematics.
- Be able to perform all phases of building maintenance including minor plumbing and electrical repair.
- Be able to operate and repair wood working power tools.
- Receive guidance in the majority of tasks and projects assigned according to work sequence and scheduling.
- Read and interpret documents such as operating/maintenance instructions and procedure manuals.
- Handle multiple projects simultaneously.
- Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resource.
- Participate in proactive team efforts to achieve department and company goals.
- Provide leadership to others through example and sharing of knowledge/skill.
- Perform other duties as assigned.

***MEASURES OF EFFECTIVENESS:***

- As observed by supervisor and others.
- Review of documentation.
- Service is delivered in a safe, competent, and efficient manner as determined by outcomes, quality monitors, and other internal and external processes.
- Conduct and interpersonal relationships contribute positively to the delivery of quality product and services, and to orderly operation of the department and the facility.
- Skills are maintained and enhanced through participation in planning activities, and attendance at in-service and continuing education programs.

***POSITION QUALIFICATIONS:***

- Education: High School Diploma
- Licensure/certification/registration:
- Experience: 2 to 4 years or equivalent combination of Education and Experience
- Special Skills & Qualifications: Proficient Computer Skills, Power Tools, Hand Tools, Plumbing Tools,
- Intermediate Mathematical Skills

***POSITION COMPETENCIES:***

- |                              |                                |
|------------------------------|--------------------------------|
| • Employee Health and Safety | Leadership Initiative          |
| • Employee Development       | Customer Service               |
| • Performance Improvement    | Ethics and Code of Conduct     |
| • Customer Service           | Ongoing education and training |

***MENTAL AND EMOTIONAL REQUIREMENTS:***

Have the ability to establish and maintain cooperative relationships with other employees. Interpret a variety of instructions furnished in written or oral instructions and solve/deal with practical problems. With minimal supervision, be able to work alone to perform routine duties, standard practices or procedures and prioritize tasks.

***ENVIRONMENTAL CONDITIONS:***

Work in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation and quiet atmosphere.

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***PHYSICAL DEMANDS:***

With sedentary activity to perform non-strenuous daily activities of an administrative nature with time variances of each; one must be able to walk under 1/3%, sit over 2/3%, and have sufficient dexterity to reach with hands/fingers/arms over 2/3%, and to talk/hear over 2/3%, and lift up to 25 pounds under 1/3%.

*Every effort has been made to make this job description as complete as possible. However, it in no way states or implies that these are the only duties the incumbent will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.*