



JOB TITLE: Maintenance (Machine Repair)

SHIFT: 1st shift 6:00am – 4:30pm

Primary Responsibilities:

- Oversee and/or perform all maintenance functions for CTD, including plumbing, electrical, hydraulics and facility maintenance activities.
- Confers with personnel, such as management, engineering, quality control, customers, and workers to coordinate work activities and resolve problems.
- Participate in the purchase of new materials and supplies, such as tools, equipment, and replacement parts for work activities.
- Coordinate and oversee outside service people, contractors and technicians.
- Recommends or initiates personnel actions for subordinates.
- Establishes or adjusts work methods and procedures to meet production schedules, using knowledge of capacities of machines, equipment, and personnel.
- Ensure all PM's are completed in accordance to procedures and schedule.
- Develop all preventative maintenance programs
- Coordinate all necessary repairs to the facility as needed
- Maintain all records pertaining to facility maintenance, equipment and tools.
- Coordinate all fabrication projects performed by internal and external providers.
- Ensure all MIOSHA requirements are met during any maintenance activity.
- Creating and maintaining maintenance and PM training programs and monitor costs.
- Repair or replace defective equipment parts using hand tools and power tools, and reassemble equipment.
- Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, and the physical condition of buildings does not deteriorate.
- Inspect drives, motors, and belts, check fluid levels, replace filters, and perform other maintenance actions, following checklists.
- Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices.
- Assemble, install and/or repair wiring, electrical and electronic components, pipe systems and plumbing, machinery, and equipment.
- Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, and parts catalogs as necessary.
- Inspect, operate, and test machinery and equipment in order to diagnose machine malfunctions.

- Record maintenance and repair work performed.
- Clean and lubricate shafts, bearings, gears, and other parts of machinery.
- Dismantle devices to gain access to and remove defective parts, using hoists, cranes, hand tools, and power tools.
- Follow procedures written in QS9000 Manual
- Follow procedures written in Employee Handbook.

Qualifications/Skills:

- Ability to interact effectively with various departments in the organization.
- Effective communication and conflict resolution skills
- High School Diploma
- Experience in maintenance including electrical, hydraulic, machining and plumbing

Commercial Tool & Die, located in Comstock Park, MI (just north of Grand Rapids) is a leading manufacturer of plastic injection molds. **CTD** offers quality products to the automotive, appliance, consumer goods, hardware, heavy truck, and recreational vehicle industries by providing a complete solution for development.

****To apply, send your resume and application to HR@commercialtool.com ****