



As a non-profit organization, Recycle Ann Arbor's mission is to develop and operate innovative reuse, recycling, and zero waste programs that improve the environmental quality of our community.

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**JOB TITLE:** MRF Maintenance Technician

**LOCATION:** 4150 Platt Rd., Ann Arbor, MI

**FLSA STATUS:**

This position is Non-Exempt for purposes of federal wage-hour law.

**Position Description Summary:**

Under the direction of MRF General Manager, Supervisor or designee, the MRF Maintenance Technician provides maintenance and repair to MRF (Material Recovery Facility) equipment and facility. The MRF Maintenance Technician will be responsible for completing preventative maintenance, diagnosing and making repairs, ensuring compliance with safety policies and procedures, and generating and maintaining required documents. Duties include, but are not limited to, the following:

**Essential Functions and Responsibilities:**

- Performs preventive maintenance tasks; inspections, services, adjustments and identifies and addresses manufacturer or industry standard maintenance functions and/or defects such as machine lubrication, filter replacement, wear part replacement and other related preventative maintenance functions
- Performs general equipment repair and maintenance such as inspecting, repairing and or replacing VFDs, motors, gear boxes, belts, conveyors, bearings, screens, screen shafts and other critical equipment components and general wear parts
- Continually monitors equipment and makes necessary adjustment(s) to ensure proper operation
- Dismantles machines, equipment, or devices to access and remove defective parts, using hoists, lifts, hand tools, and any necessary power tools
- Ensures processing equipment is continuously compliant with manufacturer, industry and regulatory safety standards, policies, and are operating safely within facility standard operating procedures
- Maintains preventative maintenance schedules, logs, checklists and reports. Plans, schedules, conducts documents daily, monthly and annual facility preventative maintenance activities. Compiles and submits accurate repair and/or preventative maintenance reports for management
- Coordinates repairs with manufacturer or contractors as requested/require
- Coordinates, organizes and responsible for MRF equipment maintenance parts, inventory and tools. Cleans and organizes workshop and storage areas
- Cleans accumulated contaminants from screening/sorting/baling machinery. Cleans processing equipment and/or rolling stock as recommended/required. Uses high velocity air, vacuum or cleaners/detergents to remove dust, grime or other contaminants from equipment and structures
- Pumps liquid from pits and removes accumulated debris
- Operate a variety of hand and power tools; wrenches, ratchets, hammers, chisels, pry-bars, grinders, saws, drills, air impact wrench etc.
- Operate vehicles and motorized equipment; forklift, aerial lift, industrial vacuum, wheel tractors, light trucks, heavy duty trucks.
- Removes collected piles of debris from the facility both manually and with equipment.
- Perform duties of Processor II as assigned
- Other duties as defined

**Required Skills and Abilities:**

- Must be able to use hand and power tools
- Ability to work in a team environment and perform/coordinate in plant preventative maintenance and/or repairs
- Ensures that proper safety policies are followed including lock out tag out, PPE, safety notices/paint, barriers, etc.
- Must possess the decision-making ability to determine the level of hazard, proper PPE and job planning to safely perform the task
- Ability to work independently and as part of a team; ability to interact appropriately with others.



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**Education and Experience Requirements:**

High school diploma or GED, required  
College/Technical/Vocational training preferred  
Experience or demonstrated working knowledge in preventative maintenance, general maintenance or mechanical trades is strongly preferred  
Must be eligible to work in the United States  
Must have a valid state issued Driver's License

**Physical Requirements:**

- Must be able to regularly work near or around high-powered magnets which prohibits persons with pacemakers to be near or around them.
- Ability to lift at least 50 pounds unassisted at times  
Ability to sit, stand, walk, bend, climb, squat for extended periods of time
- Ability to perform physical requirements of the job (prolonged physical exertions, including standing, lifting, pushing, pulling, squatting, bending, kneeling, climbing and working in awkward positions and tight areas).

**WORKING CONDITIONS:**

- Works indoors and outdoors; subject to seasonal and adverse weather conditions.
- Subject to noise from equipment operation. Hearing protection required.
- May climb in and out of equipment; bending at the waist; reaching overhead, above the shoulders and horizontally; carrying; pushing and pulling.
- Must have dexterity of hands and fingers to operate a variety of buttons and levers and use of feet to control pedals on equipment.
- Exposure to extreme weather conditions is possible.

I have read and reviewed the above job description in full and acknowledge that I can perform the functions of the job, with or without accommodations.

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Employee Signature

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Date