



McElroy Manufacturing, Inc.

The leader by design.

P.O. Box 580550 • Tulsa, OK 74158-0550 • (918)836-8611

MACHINE MAINTENANCE TECHNICIAN

Hourly/Non-Exempt

Pay Range \$8.00 to \$12.00

(Depending on Skills and Experience)

Regular work hours: 7AM to 3:30 PM

Primary Responsibilities:

Perform preventative and break-down maintenance, as required, on shop equipment, and the facilities, with minimal supervision.

Secondary Responsibilities:

Ensure timely and effective communication and coordination with all other departments within the company, and its divisions.

General Job Requirements:

High school diploma or GED required.

Own or be willing to purchase the minimum set of tools required for job performance and a locking toolbox.

PC experience and training required such that the Basic level of skill can be demonstrated in Microsoft Word and Excel.

Effective verbal communication skills.

Ability and willingness to work flexible hours and over time on an as - needed basis, involving extra hours during the week, Saturdays, and occasionally Sundays and Holidays.

Skill Requirements:

Level I – Pay range 8.081 – 10.063 – Level I operators must possess general job requirements above and must demonstrate all required Level I skills.

Add, subtract, multiply, divide numbers.
Ask questions.
Clean work area.
Count objects.
Follow instructions.
Measure angles, widths and depths.
Read measurements.
Read words, numbers, and symbols.
Tell time and time elapsed.
Write words, numbers.
Follow schedules.

Level II – Pay range 9.18 - 12.239 – Level II operators must possess general job requirements above and must demonstrate all required Level I and II skills.

Know MMI job numbers and status.
Know and apply MMI safety policies and procedures.

Know and apply MMI lockout-tagout procedure.
Know and apply MMI PPE policy.
Demonstrate the ability to operate overhead crane.
Know and use MMI McFlow Trigger Card system.
Drive and operate trucks, tractors, mowers, and forklifts.
Read pressure and other gauges.
Make general carpentry, electrical, plumbing and building repairs.
Know mechanical operations.
Know residential electrical wiring.
Read and follow instructions from a technical manual with assistance.
Read schematics, mechanical drawings, and building blueprints with assistance.
Install and repair heating and air ventilation units with assistance.
Communicate problems with repair and completed work to supervisor.
Demonstrate customer service skills.
Add, replace, and test coolant in machines.
Complete purchase orders.
Operate Sump Pump.

Level III – Pay range 11.940 – 14.160 – Level III operators must possess general job requirements above and must demonstrate all required Level I, II and III skills.

Read and interpret schematics and building blueprints.
Make mechanical and building repairs.
Knowledge of chillers and boilers.
Knowledge of pneumatic and hydraulic systems.
Repair lathes, mills, saws, presses and forklifts.
Read schematics, mechanical drawings, and building blueprints.
Install and repair heating and ventilation units.
Communicate with outside vendors/manufacturers to determine replacement parts or machine repair.
Repair electronic equipment with assistance.
Knowledge of industrial electrical wiring.
Troubleshoot and repair programmable logic controllers with assistance.

Level IV – Pay Range 13.822 – 17.22 – Level IV operators must possess all general job requirements and all required skills for Levels I, II, III, and IV.

Knowledge of electronics.
Read and interpret ladder diagrams.
Troubleshoot and make electronic repairs.
Demonstrate a task to help someone learn a task.
Provide verbal instructions to help someone learn a task.
Computer skills to use the AS/400 system.

Contact Information

Email – jobs@mcelroy.com

Fax – (918) 831-9345

Mailing Address – Human Resources, P.O. Box 580550, Tulsa, OK 74158-0550