



**Position: Set-Up Mechanic**

**Status: Exempt/Non-Exempt**

**Reporting: Set Up Supervisor**

**Salary Range:**

**Description: Involved in the set-up and maintenance of equipment.**

**Key Functions**

- **Plans and executes all regular and emergency repairs to machines and equipment. Periodically oils and greases machines and motors on a definite schedule. Job may also include minor maintenance of building, wash room, equipment, lighting fixtures, fire pails and extinguishers.**
- **Has no supervisory responsibility. Sets up and adjusts wrapping machines using hand tools to remove and replace the machine parts which vary with the size and type of box produced. Sets and adjusts machine for the best quality and quantity of production.**
- **Sets up and adjusts quad staying machines which automatically bend scored cardboard blanks and apply stay paper simultaneously to the four corners, thus forming the box. Oversees operation of these machines. Cleans, maintains, carries out minor repairs on staying machines.**
- **Other functions:**
- **Performs other duties as assigned.**

**Knowledge and Skills**

- **Basic mathematical and communication skills.**
- **Ability to lift 50 pounds.**
- **3 years experience in maintenance of set-up or corrugated carton equipment.**

Set-Up Mechanic

