

**Skookum Creek Tobacco Incorporated**  
**Job Description**

**Position:** Maintenance Technician / Maintenance Tech. Apprentice  
**Date:** October 3, 2023  
**Hourly Range:** Steps 4/5: \$25.04 - \$33.39 p/hr. (DOE)  
**Reports to:** Maintenance Manager  
**Position Opens:** October 9, 2023  
**Position Closes:** October 20, 2023

**SUMMARY:** This position is key to the maintenance and servicing of any and all machinery in the manufacturing process of the Skookum Creek Tobacco Company. Will be responsible in making minor to major mechanical and setting adjustments or repairs, to assure continuous quality, in the machine groups.

**\*\*This position starts as an apprenticeship position.\*\* - See minimum education and experience required.**

The Maintenance Technician will start as an apprentice and progress through the apprenticeship program to become a Maintenance Technician. Technicians will act as a “Trainer” and “Mentor” for Maintenance Tech Apprentices by teaching the skills associated with the assignment, teaching the employee to maintain a safe and productive work area, and exhibiting a “Team” philosophy to manufacturing quality.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Include the following and other duties may be assigned:

This position will be trained in making minor mechanical and setting adjustments, while learning the operations of miscellaneous equipment in the production facility to include; the Makers and Packers and the HLP's. May be asked to operate maker feeder, cellophane wrapper, carton former, and reclaim machines. Depending on the machine the employee is attending, duties may include; monitoring product quality, rework of defective product, packing of finished goods, housekeeping duties, crew training and also floor utility duties.

Will check and help maintain accurate and concise production and maintenance logs and records, for all work groups. This position will understand the support systems associated with manufacturing centers, be able to perform assigned preventive maintenance duties.

This position is responsible for the maintenance, repairs, and adjustments and tuning of the machine groups and must be dependable and willing to work overtime and flex hours as required. Must exhibit basic organization skills, record keeping skills, time management and resource management skills.

Must have a mechanical background in the understanding of basic mechanical skills relating to preventive maintenance and the understanding of the safe and correct operation of hand and power tools. Must be able to use and read measuring devices including calipers, scales, rulers, basic mechanical drawings, and be able to work from written directions.

Must be willing to perform a wide variety of duties including but not limited to: Equipment adjustment and maintenance, cleaning and housekeeping, safety program participation, equipment installation, and painting.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES cont:**

Any applicants with any of the following skills; welding skills, machine shop skills, hydraulics or pneumatics, spray paint or coatings and electrical knowledge, may be given special consideration.

Will be required to obtain a Forklift certification, taught in-house within the 6 month probation period.

**\*\*This position starts as an apprenticeship position.\*\*** It is designed to take you at least 3 years without any previous experience. You can receive 6 months credit for every 2 years of qualifying experience at company discretion

You will be hired at the beginning step. After a six month probation period, you will be adjusted to step 4A. After 6 months of time worked at 4A, you will be adjusted to 4B with a satisfactory evaluation. After 12 months working at 4B you will be adjusted to 4C with a satisfactory evaluation. After 12 months working at 4C, you will be qualified to take a test to progress to Maintenance Technician Non-Apprentice. You must work at least 12 months at Step 4C. After reaching 4C, your evaluation will be held annually every October.

Any Leave Without Pay greater than two weeks at any step, will be added to the time worked at that step to qualify to progress to the next step. These two weeks also apply Treaty Rights Leave for Squaxin Island Tribal Members.

**APTITUDE TEST:** All applicants must take and successfully pass an aptitude test as part of the interview and selection process and progress through the apprenticeship program.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MINIMUM EDUCATION and/or EXPERIENCE REQUIRED:** High school graduation or GED and experience in an industrial operations maintenance field to be hired at the apprentice level. To be hired at the non-apprentice level: High school graduation or GED and experience in an industrial maintenance field **AND** successful completion of the Skookum Creek Tobacco Incorporated Maintenance Technician Apprenticeship Program. Must have at least basic mechanical ability and be a quick learner. **OR:** High school graduation or GED **AND** seven years pertinent experience in an industrial or manufacturing maintenance environment **OR:** technical school graduate with three years pertinent experience in an industrial or manufacturing maintenance environment.

**LANGUAGE SKILLS:** Ability to read and interpret documents, and procedures manuals. Ability to read plans, schematics, parts lists and machine manuals. Must be able to read, write and communicate in English.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as proportions, percentages, fractions and ratios to practical situations. Ability to express abstract concepts using numbers.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel with frequent hand and wrist movements; and talk or hear. The employee is routinely required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment is industrial and manufacturing environment with concrete floors and multiple hours of standing and walking. Can include sitting, crouching and kneeling to get in, under or around machinery. Other characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**CONFIDENTIALITY:** This position requires strict confidentiality.

Must be able to pass a criminal background check to be hired.

**DRUG FREE WORKPLACE:** The successful candidate will be required to follow the Squaxin Island Tribe's drug policies.

**INDIAN PREFERENCE:** Preference for Squaxin Island Tribal members is in effect for this position in accordance with the Squaxin Island Tribe Hiring and Contract Preference Ordinance.

This position falls under the Skookum Creek Tobacco Company Essential Staff Treaty Rights LWOP Policy for Squaxin Island Tribal members. There will be no Treaty Rights Leave Without Pay for Squaxin Island Tribal Members during their probationary period without preapproval.

**CONTACT:** Human Resources Department at (360) 426-3442.