



Man-Tra-Con Corporation is working with a local employer to fill the following position:

**Job Title:** Maintenance Technician I (DK-060920-01)

**Location:** Du Quoin, Illinois

**Salary:** \$18.00 to \$25.00 per hour, D.O.E.

### **Job Description**

Employer in Du Quoin is seeking candidates for a full-time Maintenance Technician I position. Position reports to the Maintenance Technician II or Plant Manager. This position assists in all functions of the maintenance department for the facility including all equipment, electrical, plumbing, and grounds keeping.

### **Essential Duties and Responsibilities**

- Maintain and keep in good working order all equipment with as little production downtime as possible
- Install, repair, and maintain all systems, including electrical, pneumatic, and hydraulic
- Notify supervisor and appropriate people of any concerns or malfunctions
- Responsible for all aspects of grounds keeping
- Other duties as assigned

### **Competencies**

To perform the job successfully an individual should demonstrate the following:

- **Analytical Skills** — Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Identifies data relationships and dependencies. Designs workflows and procedures.
- **Communications** — Expresses ideas and thoughts verbally. Expresses ideas and thought in written for, Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Initiative** — Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities. Asks for help when needed.
- **Innovation** — Displays original thinking and creativity. Meets challenges with resourcefulness. Generates suggestions for improving work. Develops innovative approaches and ideas.
- **Job Knowledge** — Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.
- **Teamwork** — Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- **Education/Experience** — High School diploma or general education degree (GED); or one to three months of related experience and/or training; or equivalent combination of education and experience.
- **Language Ability** — Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- **Reasoning ability** — Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **Work Environment**

While performing the duties of his job, the employee is regularly exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals and vibrations.

The noise level in the work environment is usually very loud.

## **Physical Demands**

The employee must frequently lift and/or move up to 50 pounds.

**This job description should not be construed to imply that these requirements are exclusive standards of the position. Incumbent will follow any other instructions, and perform any other related duties, as may be required of the supervisor.**

## **How to Apply**

This employment opportunity is available at no cost to you! To apply for this position, please email [jobs@mantracon.org](mailto:jobs@mantracon.org) with " Maintenance Technician I (DK-060920-01)" in the subject line, and you will be sent an employment application.

**Man-Tra-Con Corporation is a partner of the American Job/  
One-Stop Business & Employment Center, an Illinois workNet Center.**

*Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. © Copyright 2006-Present Man-Tra-Con Corporation.*