

GPA HQ  
8701 West 47th St, STE A  
McCook, IL 60525

Tel 800.395.9000  
www.gpa-innovates.com

**Employee:**  
Position Title: Asset Engineer

**Date Prepared:** 12/01/2024  
**FLSA Job Status:** Non-Exempt

**Manager:**  
Edward Clark  
Department: Production Center

**Hours:** 7:00 am – 4:00 pm  
**Lunch Duration:** 1 Hour

**Primary Function:**

- Hands on maintenance technician who can identify mechanical and minor electrical issues on printing press, packaging equipment and make corrections and repairs to return the equipment to standard output and reliability rates.
- Work side by side with OEM support and service technicians on downtime causes, PM's, and equipment issues.
- Understand PLC and have ability to troubleshoot equipment using the error codes or input/output indicators.
- Manage parts inventory levels and track all support parts, cutting blades and rollers.
- Perform coating testing on new or current items. Work with Quality Manager to execute and provide results.
- Manage building maintenance, HVAC, dock door repairs, building alarms and air compressors.
- Train and share equipment best practices and enforce our lock out/ tag out policy. Monitor and work with shift supervisor to train operators.

**Primary Responsibilities:**

- Ensure that all equipment is inspected regularly by way of visual inspection, work order, scheduled maintenance and Preventive maintenance.
- Schedule Preventive Maintenance and calendarize the activities on monthly or quarterly frequency.
- Schedule Tech support for maintenance, PM and equipment failures.
- Maintain inventory of equipment rollers, analog rollers and cutting blades. Keep schedule when these are to be sharpened, cleaned and or resurfaced.
- Trial all new or current items for coating issues and provide results to complete.
- Maintain a clean work area by cleaning equipment, and organizing the department and support equipment.
- Enforce current safety policies and procedures on production floor.
- Assist in perform bi-yearly inventory cycle counts.
- Be flexible and provide backup to other functions as needed.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee. It is merely an outline and should be used as such. This document should also not be construed as an employment contract nor should it constitute a guarantee of continued employment. All employment with GPA is at will.

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**Position Requirements:**

- High school diploma or GED desired, some college or continuing education strongly preferred.
- Highly effective organizational skills and the ability to be detailed and process oriented.
- Strong manufacturing equipment exsperiance desired.
- Be able to perform minor electrical repairs.
- Excellent judgment (problem solving) and the ability to build trust and collaborative relationships with colleagues and customers.
- Works well under pressure, can operate successfully in a fast paced working environment.
- Works independently, with little direction.
- Computer skills including Microsoft Outlook, Excel and word desired.
- Ability to work off hours to ensure maintenance is completed.
- Ability to lift and handle cartons weighing in excess of 50 pounds consistently throughout the day
- Willingness and ability to work overtime as needed.

Manager's Signature:

Employee's Signature:

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Date:

Date:

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