

RESUME SKILLS GUIDE

Technical & Maintenance

Maintenance Technician

How to use this guide:

Step 1 — Read the skill labels in the left column. Check the box next to every skill that was part of your job at Genpak.

Step 2 — The resume sentence for that skill is right next to it in the same row. Copy the sentences you checked onto your resume.

Step 3 — Use the Additional Duties box at the end of each section to write down anything else you did that isn't listed.

MAINTENANCE TECHNICIAN

MECHANICAL SYSTEMS

Skill — check if this was your job	Resume sentence — copy this to your resume
☐ Fixing production line machinery	• Found and repaired mechanical problems on high-speed production lines, getting equipment back up and running as quickly as possible.
☐ Hydraulic and pneumatic systems	• Diagnosed and repaired hydraulic and pneumatic systems, including cylinders, valves, regulators, and fluid lines.
☐ Replacing bearings, belts, and chains	• Replaced worn bearings, belts, chains, sprockets, and gear drives on production equipment following manufacturer specifications.
☐ Conveyor and pump maintenance	• Maintained and repaired conveyor systems and pumps throughout the production facility.
☐ Reading mechanical drawings	• Read and used mechanical drawings, assembly diagrams, and manufacturer service manuals to guide repair work.
☐ Precision alignment and calibration	• Aligned and calibrated machinery components using dial indicators and alignment tools to keep equipment running correctly.

ADDITIONAL DUTIES

Did you do anything else on the job that isn't listed above? Write it here.

ELECTRICAL & CONTROLS	
Skill — check if this was your job	Resume sentence — copy this to your resume
☐ Electrical troubleshooting	Tracked down and fixed electrical problems on single-phase and three-phase industrial equipment, including motors, contactors, and control circuits.
☐ PLC fault diagnosis	Diagnosed PLC (programmable logic controller) faults using fault logs and monitoring tools, and resolved the issues to restore normal operation.
☐ Variable frequency drives (VFDs)	Adjusted and replaced variable frequency drives (VFDs), setting correct speed and torque values to get equipment working properly.
☐ Panel wiring and component swap	Completed panel wiring and replaced electrical components, working from wiring diagrams and electrical schematics.
☐ Sensor and switch testing	Tested and replaced proximity sensors, photoelectric sensors, and limit switches to restore automated machine functions.
☐ Reading electrical schematics	Read electrical schematics and wiring diagrams to guide troubleshooting and repair work on industrial equipment.

ADDITIONAL DUTIES
 Did you do anything else on the job that isn't listed above? Write it here.

PREVENTIVE MAINTENANCE	
Skill — check if this was your job	Resume sentence — copy this to your resume
☐ Scheduled preventive maintenance (PM)	Completed scheduled preventive maintenance on production equipment on time and recorded all work in the maintenance system.
☐ Lubrication schedules	Followed lubrication schedules for assigned equipment, used the correct lubricants, and logged each service.
☐ Work order and CMMS systems	Used a computerized maintenance management system (CMMS) to track work orders, log completed tasks, and review equipment history.
☐ Managing spare parts inventory	Kept track of critical spare parts, placed orders before stock ran out, and coordinated with vendors on deliveries.
☐ Tracking equipment downtime	Tracked and recorded equipment downtime, looked for patterns in repeat failures, and suggested changes to reduce future breakdowns.

☐ Root cause analysis	Helped identify the root cause of equipment failures and recommended fixes to prevent the same problem from happening again.
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ADDITIONAL DUTIES
 Did you do anything else on the job that isn't listed above? Write it here.

WORK HABITS & SAFETY	
Skill — check if this was your job	Resume sentence — copy this to your resume
☐ LOTO / lockout-tagout safety	Used lockout/tagout (LOTO) procedures correctly every time before working on equipment, keeping a strong personal safety record.
☐ Confined space awareness	Understood and followed confined space entry rules when work required entering restricted areas.
☐ Shift handoff communication	Passed clear information to the next shift about open work orders, equipment problems, and anything left unfinished.
☐ Working with production operators	Worked directly with production operators to understand equipment problems and get repairs done faster.
☐ Emergency vs. scheduled repair priorities	Balanced emergency repairs and scheduled maintenance work during each shift, handling urgent problems without letting routine tasks fall behind.
☐ GMP compliance	Followed Good Manufacturing Practices (GMP) when working in or near food-adjacent production areas.

ADDITIONAL DUTIES
 Did you do anything else on the job that isn't listed above? Write it here.

EMPLOYERS HIRING FOR THESE SKILLS

Milford Mining Milford — high match, industrial equipment	BZI Steel Fabrication Cedar City — high match, heavy manufacturing
WL Plastics	Smithfield Foods

Cedar City — plastics manufacturing	Milford — food processing
Orgill Hurricane — distribution center	Mauser Packaging Cedar City area — packaging

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