

## JOB DESCRIPTION

|   |   |
|---|---|
| <b>Job Title:</b><br><p style="text-align: center;"><b>Maintenance Mechanic</b></p> | <b>Date:</b><br><p style="text-align: right;"><b>March 2010</b></p>       |
| <b>Reports To:</b><br><p style="text-align: center;"><b>Maintenance Manager</b></p> | <b>FLSA Status</b><br><p style="text-align: right;"><b>Non-Exempt</b></p> |

### **SUMMARY/PURPOSE**

The purpose of this position is to maintain machinery and to coordinate preventative maintenance tasks.

### **ESSENTIAL JOB FUNCTIONS**

#### **Performs Preventive Maintenance Tasks**

- Performs PM (Preventative Maintenance) according to specified procedures.
- Documents work performed in an accurate, thorough and timely manner.
- Installs, replaces or changes machine parts and attachments in coordination with production's activities.
- Assures sanitary conditions of the equipment following the SSOP (Standard Sanitation Operating Procedure) for each machine.

#### **Assists in Equipment Installation and Repair**

- Sets up and operates machines and adjusts controls that regulate operational functions to ensure conformance to specifications.
- Observes mechanical operation to detect malfunctions and assures machinery safety procedures.
- Installs and/or repairs mechanical wiring and electrical and electronic components.
- Accurately, thoroughly and promptly logs all work completed.

#### **Assists with Facility Maintenance**

- Performs facility maintenance tasks as directed by Maintenance Manager, Quality Manager or General Manager.

### **ADDITIONAL JOB FUNCTIONS**

- Communicates with management regarding condition of machines and possible need for repairs.
- Serves as a member of the Safety Team.
- Perform other related duties as directed by his/ her manager.

## **JOB DESCRIPTION**

### **REQUIRED SKILLS AND EXPERIENCE**

*Minimum requirements in terms of educational background work experience, licenses/certifications or other knowledge, skills and abilities.*

- Vocational-technical certification or training in HVAC, plumbing, electrical, facilities maintenance OR
- Associates degree in mechanical engineering OR equivalent work experience required
- Mechanical aptitude required
- Prior experience working with mechanical equipment required
- HVAC Certification and EPA license desired
- Experience in food manufacturing and/or food packaging industry a plus
- Must demonstrate cooperative behaviors such as effective communication with others and showing respect for others at all times.
- Demonstrated history of punctuality required
- Demonstrated history of reliability in attendance and consistency in performing job duties required
- Must demonstrate ability to follow standard procedures, with excellent attention to detail

### **ADDITIONAL SKILLS AND EXPERIENCE**

- Proficiency in English required
- Proficiency in Spanish a plus

# JOB DESCRIPTION

## Job Demands and Conditions Analysis

### Lead Maintenance Mechanic

O = Occasional, less than 1 time per week  
 S = Some, less than 1/3 of the time

F = Frequent, from 1/3 to 2/3rds of the time  
 C = Consistent, more than 2/3rds of the time  
 Blank = not required

| PHYSICAL REQUIREMENTS      | O | S | F | C | ENVIRONMENTAL REQUIREMENTS  | O | S | F | C |
|----------------------------|---|---|---|---|-----------------------------|---|---|---|---|
| Sitting                    | X |   |   |   | Works alone                 |   | X |   |   |
| Standing                   |   |   | X |   | Works with others           |   |   | X |   |
| Walking                    |   |   | X |   | Customers contact           |   |   |   |   |
| Lifting                    |   |   | X |   | Shift work                  |   | X |   |   |
| Carrying                   |   |   | X |   | Extended day                |   | X |   |   |
| Pushing/Pulling            |   |   | X |   | Cold                        |   | X |   |   |
| Bending at waist           |   | X |   |   | Heat                        |   | X |   |   |
| Twisting upper body        |   | X |   |   | Temperature changes         |   | X |   |   |
| Climbing                   |   | X |   |   | Wet                         |   | X |   |   |
| Balancing                  |   |   | X |   | Humid                       |   | X |   |   |
| Kneeling                   |   | X |   |   | Noise                       |   | X |   |   |
| Crouching                  |   |   | X |   | Confined area               | X |   |   |   |
| Repetitive Motions         |   | X |   |   | High places                 | X |   |   |   |
| Reaching                   |   |   | X |   | Work outdoors               | X |   |   |   |
| Working with hands         |   |   |   | X | Work indoors                |   |   |   | X |
| Working with fingers       |   |   |   | X | Mechanical hazards          |   |   |   | X |
| Talking                    |   | X |   |   | Electrical hazards          |   |   | X |   |
| Hearing                    | X |   |   |   | Explosive materials         | X |   |   |   |
| Vision acuity - near       |   |   |   | X | Fumes                       |   |   |   |   |
| Vision acuity - far        |   |   | X |   | Odors                       |   |   |   |   |
| Depth perception           |   |   |   | X | Dusts                       |   | X |   |   |
| Field of vision            |   |   |   | X | Mists                       |   |   |   |   |
| Color vision               |   |   |   | X | Gases                       |   |   |   |   |
| Driving                    |   |   |   |   | Poor ventilation            |   |   |   |   |
| Other                      |   |   |   |   | Other                       |   |   |   |   |
| EQUIPMENT OPERATION        |   |   |   |   | EXPOSURE TO SUBSTANCES      |   |   |   |   |
| Driving cars/ light trucks | X |   |   |   | Work with solvents          | X |   |   |   |
| Computers                  | X |   |   |   | Work with acids, corrosives | X |   |   |   |
| Telephones                 | X |   |   |   | Exposure to allergens       | X |   |   |   |
|                            |   |   |   |   |                             |   |   |   |   |
|                            |   |   |   |   |                             |   |   |   |   |
|                            |   |   |   |   |                             |   |   |   |   |
|                            |   |   |   |   |                             |   |   |   |   |

*\* This description covers the primary purpose and principal duties of the job. It is not intended to give all details or a step-by-step account of the way each procedure or task is performed.*