

JOB DESCRIPTION

Job Title: Maintenance Mechanic	Date: January 2008 <i>Updated September 2008</i> <i>Updated June 2010</i>
Reports To: Maintenance Manager	FLSA Status Non-Exempt

SUMMARY/PURPOSE

The purpose of this position is to perform preventative maintenance tasks, minimize equipment downtime, and repair down equipment safely and effectively.

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 or Production 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.

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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 and/or bakery or food production equipment.
- Associates degree in mechanical engineering OR equivalent work experience required
- Mechanical aptitude required
- Minimum of three to five years' of experience working with mechanical equipment required
- Experience in food manufacturing and/or food packaging industry desired
- 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

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Job Demands and Conditions Analysis

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.*