



# MAINTENANCE TECHNICIAN

Division/Department: Maintenance
Shifts: Rotating 12 – hours
Job title: <b>Maintenance Technician</b>
Reports to: Maintenance Manager

<b>Level/Grade:</b>	<b>Type of Position</b> <input checked="" type="checkbox"/> Full – time <input type="checkbox"/> Part – Time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<b>Hours ___40___/week</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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## **Purpose/ Scope of Position**

Maintenance Technicians are responsible for the timely repair and preventative maintenance of plant equipment including, but not limited to metal detectors, case erectors/closers, sealers, pasteurizers, motors and VFD's and troubleshooting instrumentation and programming plant wide. Should have ability to diagnose and repair both electric and mechanical issues.

## **Responsibilities/Duties (inclusive of but not limited to):**

- Perform regular preventive maintenance on machines, equipment and plant facilities.
- Use a variety of hand and power tools, electric meters and material handling equipment in performing duties.
- Detect faulty operations, defective material and report those and any unusual situations to proper supervision.
- Comply with safety regulations and maintain clean and orderly work areas.
- Perform simple machinist duties and responsibilities.
- Perform mechanic skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, troubleshooting and repair of production machines.
- Read and interpret equipment manuals and work orders to perform required maintenance



and service.

- Reconfigures, installs, positions, and remounts (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.)
- Prepares the surfaces and paints various structures and equipment (e.g. walls, refrigerator, evaporative coolers, floors, roofs, doors, restroom facilities, etc.)
- Serve as a technical resource providing guidance and assistance to Operations personnel.
- Address symptoms and diagnose root cause of equipment problems and work to solve these issues.
- Follow instructions through standard work orders and perform routine and repetitious tasks completely/accurately.
- Respond to maintenance calls and work orders promptly with a teaching mentality and positive attitude.
- Perform the installation of the plant equipment and all of their components.
- Demonstrate a working knowledge of Mpulse maintenance planning program.
- Technicians must follow all established safety, GMP's, environmental standards and adhere to all plant technical standards.
- Technicians must also comply with all federal, state, local and company regulations including, OSHA, FDA, EPA and SQF.
- Sees that company tools and equipment are maintained properly.
- Acts as an effective communication channel between management and maintenance.
- Demonstrates aptitude of performing preventative maintenance, installation or repair of the following equipment:
  - HTST
  - Separators
  - Butter Churn
  - Packaging Equipment
  - Evaporator
  - Dryer
  - Pumps/Valves
  - Tanks and agitators
- Perform duties while maintaining a sanitary work environment.
- All other duties as assigned.

### **Physical Demands**

While performing the essential functions of this job the employee is required to:

- Continuously (76%-100%) Talks, stands, walks, bends, goes up and down stairs.
- Frequently (51%-75%) Uses hands and fingers to handle or feel.
- Occasionally (25%-50%) lifts 26 to 100lbs.
- Occasionally (25%-50%) balances, stoops, kneels or crawls.



### **Work Environment**

This job takes place in a plant environment and in the outdoor elements year round. While performing the essential functions of this job exposure to the following elements occurs:

- Frequently (51% to 75%) wet and slippery floors.
- Frequently (25% to 50%) dry flat plant floors.
- Occasionally (10% to 25%) work in high place on lifts or ladders, work with chemicals.
- Rarely (1% to 10%) work in outdoor weather conditions, extreme cold or heat.

### **Personal Protective Equipment Needed**

The use of PERSONAL PROTECTIVE EQUIPMENT as follows:

- When working indoors: need to wear plant captive clothing, hearing protection, safety glasses and slip resistant work shoes during your regular job in all areas of the plant.
- When working outdoors: need to wear outdoor clothing or coveralls and protective foot gear to cover plant captive clothing.
- When working with chemicals you will need to wear safety goggles, face shield, rubber gloves and a chemical – resistant apron.

### **Job Hazard Assessment**

The following are hazards that the employee may come in contact with while performing his/her job duties:

- The employee may work in a wet, dry, hot cool, cold, humid bright areas and/or conditions.
- The employee may be working on lifts and ladders at heights with protection.
- While performing light maintenance the employee may be exposed to sharp objects, hot objects, fumes from paint and supplies.

### **Specific Knowledge, Skills, Licenses, Certification, Etc.**

- Working knowledge of testing equipment including digital test meters, insulation test meggers, power supply, and 4 to 20 ma source meters.
- Demonstrated strong computer background, including PC hardware, and familiarity with MS Word, Excel, Power Point, and Windows.
- Ability to read and understand schematics, utilize PC and PLC for diagnostics and troubleshooting.
- Experience working with AC/DC voltages ranging from 5 to 600 volts.
- Knowledge and experience with Instrumentation, Motor and Process Controls (Pneumatic and Hydraulic systems).
- Must possess tangible experience in troubleshooting mechanical / electrical breakdowns in manufacturing production equipment.



### **Education/Training**

- 0-3 years of experience in a food production / manufacturing environment operating, repairing and/or troubleshooting issues on filling, packaging and other processing equipment. Previous dairy, food and beverage industry experience preferred.
- Previous experience in a combination of the following systems: Pumps, Valves, Mechanical Drives, Lubrication, Fasteners, Piping, Proper Tool Use, Motors and other basic mechanical systems and processes.
- Technical Trade school certification, military applicable certifications, vocational training preferred

### **Skills**

- Ability to learn all department equipment per published/ current process specifications.
- Ability to read mechanical and electrical drawings and schematics
- Able to use Technical Manuals and precision measurement tools.
- Must be able to perform routine machine adjustments.
- Ability to learn new concepts and be an active member of operating the department.
- Willing to work with others, collaborating and compromising where necessary; promptly share relevant information with others.
- Open to changing situations and is willing to perform all tasks when and where assigned.
- Reliable, responsible, and dependable, and fulfilling obligations.
- Pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Careful about detail and thorough in completing work tasks.
- Creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- Ability to meet or exceed the company's attendance and punctuality standards.
- Ability to understand and follow directions as given.
- Ability to work with minimal supervision.
- Strong communication and interpersonal skills.
- Efficiency and time management skills.
- Ability to work under pressure.
- Ability to use common hand tools.
- At times, work a flexible schedule as needed: Including nights, weekends, and holidays.

### **Salary**

- Starting salary at \$21.00/hr + \$1.00 Business Owner Incentive

### **Benefits**

- Excellent benefit package available: 401k, medical, dental, vision, disability, life insurance, vacation, PTO, and holiday pay, subject to applicable eligibility and waiting periods.

