



JOB DESCRIPTION

JOB TITLE: Maintenance Mechanic/Technician
Non-Exempt

DATE UPDATED: April 2016
REPORTS TO: Maintenance Manager

SUMMARY: Mechanic must have an in depth knowledge of Food Processing Equipment and the ability to trouble shoot problems as they arise. This position requires in depth knowledge of electronic scales, clam fillers, bag sealers and baggers and electronic components. Ability to troubleshoot communication issues between scales and baggers. Experience in fiber optics required. This position also requires a basic concept of electricity and dangers associated with working around high voltage. The mechanic must be able to read basic electrical /mechanical schematics and identify lockout locations for service of equipment. Mechanic must also be familiar with critical control points and adjustments of metal detectors. Mechanic must be able to communicate with Supervisors and the line personnel to identify problems in production runs. Must be able to work closely with others and understand flow of process.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ❖ Assist in the Preventative Maintenance Program using work orders issued by Supervision and documenting work performed on equipment to maintain in operation
- ❖ Responsible for daily check of cold room temperatures
- ❖ Daily adjustments of equipment in a Safe Manner as needed during production
- ❖ Familiar with startup and shut down processes in production plants
- ❖ Ability to use lock out / tag out process to isolate equipment prior to working on unit.
- ❖ Ability to trouble shoot electrical components with meter when equipment is down, including understanding of PLC
- ❖ Establish schedule for the replacement of parts without disrupting process unless repair cannot be performed safely.
- ❖ Assists with the annual break down of chillers for move to Yuma and back to Gonzales which includes break down and installation of plant equipment, disconnecting electrical and then reconnection after move.
- ❖ Able to assist maintenance crews outside the scope of refrigeration when needed to insure timely responses to breakdowns during production
- ❖ Advices maintenance manager of parts need to be replaced when there is an equipment breakdown
- ❖ Seasonal relocation to and from Yuma may be required; ability to do short trips during the season is a minimum expectation
- ❖ Other duties as assigned

Core Competencies

- Must have general computer skills and ability to quickly learn new software
- Good communication skills to insure timely repairs of equipment and issues and be able to inform upper management of any upcoming problems to minimize the impact on plant operations
- Punctual ,reliable and available during emergencies

- In depth electrical knowledge/ ability to read blue prints /trouble shoot controls
- Welding skills are a plus but, not required.

Experience

- Must have three years plus experience in working on food processing equipment
- Must have in depth knowledge of electronic scales and troubleshooting
- Must have in depth knowledge of baggers, fillers and controls

Education

- Mechanic must have high school diploma or equivalent; AA degree or higher preferred
- Forklift and Scissor Lift certification is required

To successfully perform this job, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required and not intended to be an exhaustive list of all duties, responsibilities or qualifications associated

Working Conditions: Working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur.

- ❖ Able to stoop, kneel, bend at the waist and reach on a daily basis
- ❖ Able to lift and move up to 50 pounds occasionally, 25 pounds regularly
- ❖ Frequently entering in and out of cold room environment with exposure to temperatures between 32 to 38 degrees for one to two hours at a time
- ❖ Fine motor skills and good close and distance vision to include depth perception and ability to discern small variations in color
- ❖ Able to travel by conventional means including aircraft, motor vehicle and the like
- ❖ Employee must have general tools of the trade for repairs on equipment including basic electrical tools to assist in the repairs of the equipment. Any specialized tools needed for specific equipment on site, will be provided by the company and are to remain on site in the company tool box.

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ACKNOWLEDGEMENT AND RECEIPT

I acknowledge that I have received, read and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the company to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

Employee _____

Date _____