



JOB DESCRIPTION

Position: Maintenance Mechanic
Reports to: Maintenance Lead
Classification: Non-exempt

POSITION SUMMARY

The primary function of the maintenance mechanic is to repair equipment utilized in the Company's operations.

ESSENTIAL JOB FUNCTIONS

- Troubleshoot and repair mechanical and electrical equipment used in the snack food industry utilizing prints, documents, training and experience
- Repair or replace electric cords, switches, heating elements and basic wiring
- Make minor repairs on electrical motors and generators
- Promote and maintain effective safe work habits, following all safety rules
- Work neatly and orderly around equipment and always leave the work area clean and GMP safe for production's use
- Promote and demonstrate good preventive maintenance practices
- Assist in the installation, care and tracking of belts used in the snack food manufacturing industry
- Perform minor repairs and adjustments to facility equipment
- Follow safety procedures and report violations of safety procedures
- Provide appropriate tools to properly accomplish job functions

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required

REQUIRED SKILLS AND ABILITIES

- Able to interpret blue prints, electrical schematics, and technical documents
- Working knowledge of electrical devices and their interaction with the equipment to which they are attached
- Team player
- Time management
- Communication
- Ability to train new operators and assist with proficient operation of the equipment
- Able and willing to work overtime as needed
- Proficient use of hand tools, power tools and manual repair equipment



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ESSENTIAL PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel and reach with hands and arms. The employee must occasionally lift and/or move up to ten (10) pounds and may infrequently lift and / or move up to twenty-five (25) pounds. Specific vision abilities required of this job include close vision, distance vision, color vision and peripheral vision.

I have read the above job description and acknowledge receipt of the same. I understand that this job description is not all-inclusive and other duties may be assigned. I further understand that it is my responsibility to ask my direct supervisor any questions I may have about my job requirements / duties.

Employee Signature

Date

Printed Name

