

FLSA Status: Nonexempt

Reports to: Maintenance Manager

Position Summary:

Properly and safely perform routine and extensive preventative maintenance and repair procedures on buildings, mechanical equipment, and utility systems

Job Duties & Responsibilities:

- Performs minor and major repair of all buildings and equipment
- Performs preventive maintenance procedures on building mechanical equipment on a scheduled basis; inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc.; repairs or replaces broken parts
- Cleans and inspects boiler; treats water with proper chemicals
- Calibrates and repairs pneumatic systems
- Replaces broken windows; repairs doors, door locks and closets; installs window blinds
- Completes daily, weekly and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures
- May operate a computer which controls and monitors mechanical equipment and utility systems
- Installs electrical wiring and equipment; new electrical services, wiring during remodeling projects; replaces and repairs wiring as needed
- Repairs electrical equipment and control circuits; replaces faulty electrical switches; repairs refrigeration equipment
- May repair electrical locks and control panels to maintain building security
- May install computer cable
- Responds to emergency maintenance requests as required
- Assists with the renovation/remodeling of buildings; repairs plaster and drywall; paints building structures
- Maintains records of scheduled maintenance procedures
- Performs outside custodial duties such as storm drain water sampling
- May obtain estimates for supplies, repair parts; orders parts as needed with issuance of Purchase Order
- Shall use a non-commercial company vehicle to pick up parts and perform other duties as necessitated by the supervisor and/or manager (must have a satisfactory MVR)
- Shall be responsible for reporting and taking any necessary action to prevent food safety and quality problems and safety incidents and accidents from occurring
- Duties shall be performed by the Maintenance Manager in the absence of the Maintenance Associate
- Relieve other Maintenance Associates if absent from work
- Follow all policies and procedures including GMPs, SOPs, and SSOPs at all times
- Must wear appropriate PPE at all times
- Performs other related duties as assigned by Manager
- All employees are responsible for food safety and quality

Job Requirements:

- High School Diploma or equivalent desired
- One year of experience in building and mechanical equipment maintenance and repair desired
- Ability to accurately record data
- Ability to read and comprehend simple instructions, short correspondence, and memos
- Ability to write simple correspondence
- Ability to effectively present information in one-on-one and small group situations to other employees of the organization
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions
- Ability to deal with problems involving a few concrete variables in standardized situations
- Ability to regularly lift/move up to 50 pounds independently
- Good skill in the use of hand and power tools
- Standing, walking, kneeling, and bending required for virtually the entire shift
- Must be able to work in a wet environment with some exposure to toxic or caustic chemicals
- Must be able to work in an environment where temperature is maintained at 35-40 degrees Fahrenheit
- Must be able to work with exposure to moving mechanical parts
- Must be able to work in high, precarious places; with fumes or airborne particles; outside weather conditions; risk of electrical shock; vibration; moderate to occasionally loud noise level
- Maintain constant mental focus and constantly be aware of surroundings
- Be able to effectively work in a team environment
- Excellent verbal and written communication skills
- Ability to handle multiple tasks simultaneously
- Skilled in organization and prioritization and attention to detail
- Must be able to work flexible hours including overtime, weekends, and holidays
- Must be able to pass all medical exams and drug and background checks (including criminal and MVR)

Name (Signature)

Date