



Quality & Service since 1905

## Position Role

**Job Title:** Maintenance Mechanic Level 1

**Department:** Maintenance

**Reports To:** Supervisor of Maintenance

**FLSA Status:** Hourly-Nonexempt

**Prepared By:** HR Manager/Maintenance Team

**Prepared Date:** 9/2007

**Reviewed Date:** Revised 05/2012

**Job Title:** Maintenance Mechanic Level 1

**SUMMARY:** Position exists to install, repair equipment by performing the following duties

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Follow safety policies/practices including enforcing safe work practices. Provide training and communication on all safety related work orders
- Have basic mechanical knowledge to troubleshoot and fix equipment in assigned functional areas
  - Operate and adjust equipment as needed
- Proficient in repairing or replacing defective parts
  - Replace a worn or defective part with a OE or comparable
  - Inspect used parts to determine changes in dimensional requirements
- Move special functional and structural parts in devices and equipment
  - Examples:
    - Printer set up on a Filler, when needed
    - Vacuum Chamber for testing cups
- Be active member of line start up, as needed
  - Attend meetings for line, TPM, and Bay
- Lubricate and clean parts
  - Identify proper safe cleaning procedures for parts and machinery (i.e. solvents, air, rags)
  - Knowledgeable of proper greasing and oiling methods to include grease and oil types appropriate for specific equipment

- Tested and/or demonstrated knowledge in one or more of the following: Electrical, Electronics, Machining, Welding, Fabricating
  - Written testing to be done by FVTC CBT (Computer Based Training) or other company designated authority
  - Demonstrated knowledge will be accessed by area Supervisor or designate
- Knowledge and ability to use SAP to include writing work orders, looking up work orders, finding parts and writing requisitions to order part.
- Knowledge and ability to work in 110, 220, 480. Be able to run both communication and electrical wiring and repair electrical equipment
  - Electrical safety Training, lock out/ tag out/ live dead live
  - Able to read an electrical print, know where to go for basic information on NEC, know where to get permits for live work and who can issue and policy around that
  - Able to troubleshoot and repair 110 volt, 220 volt and 480 volt circuits to include motors and control circuits
  - Replace circuit boards and components as needed and remove and replace motors after determining with a meter that they are not serviceable
  - Electrically certified by Sturm
- Maintain Maintenance work area in accordance with BRC & AIB standards and follow product safety and sanitation regulations
  - Demonstrated knowledge of standard work, 5S, Maintenance GMP, accountability of parts and requirement of clean up of work area after work is done prior to moving on
- Support and participate in continuous improvement events, projects and just do it
- Other duties as assigned. The items listed below are examples of other duties that may be assigned but should not be considered an all inclusive list:
  - Must be able to handle multiple tasks and assignments at one time
  - Use different types of lifts: forklifts, clamps, tow motor, hand lifts, Raymond's/Crown's and scissor lifts
  - Must be able to work independently
  - Will have daily contact with internal and external customers which requires courtesy, discretions, and sound judgment and understand they are a representative of the employer/company.

**SUPERVISORY RESPONSIBILITIES:**

This job does not have supervisory responsibilities

**REQUIRED MINIMUM QUALIFICATIONS:**

- High school diploma or GED equivalent
- Associate Degree in Trades Program (apprentice, millwright, journeyman)
- Minimum 3 years prior experience in manufacturing environment
- Minimum of 2 years of experience at Sturm Foods (or affiliate)
- Valid driver's license

**TRAINING REQUIREMENTS:**

To take any training as deemed necessary by the company.

**LANGUAGE SKILLS:**

Ability to read in English 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.

**JOB KNOWLEDGE SKILLS AND ABILITIES:**

- K:** Thorough knowledge of production maintenance  
Knowledge of hydraulics, pneumatics, mechanical/industrial skills with some Programmable Logical Control (PLC) experience. HVAC and basic welding skills  
Basic computer knowledge  
Full understanding and compliance with the company's safety procedures and policies
- S:** Basic math and measuring skills  
Skill in operation of company tools and equipment  
Excellent communication and customer service skills  
Organizational, problem solving and conflict resolution skills
- A:** Ability to think and react quickly, ability to manage multiple priorities  
Ability to make independent judgments which have moderate impact on the organization  
Ability to balance and achieve positive results in the areas of safety, quality, productivity and cost

**CERTIFICATES, LICENSES, REGISTRATIONS:**

GMP & Safety Certification, Forklift, Valid Driver's license, Aerial-Scissors Lift Certification

I understand that to perform this job successfully, an individual must be able to perform the job functions satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. I have read the job description and understand all of the duties and responsibilities of the position. I have also received a copy of the job description for my personal reference.

\_\_\_\_\_  
Position

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment and the Company reserves the right to change this job description and/or assign tasks for the employee to perform as the Company may deem appropriate.