## Mechanic A1, Maintenance

**Division:** Operations

**Reports** **to:** Maintenance Manager

**Direct Reports**: None

**Location:** *San Leandro*

**Salary Grade:** *CBA*

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| **Summary:** |

The Maintenance Mechanic is an employee who performs routine, general mechanical and maintenance assignments; needs direction and supervision.

The Maintenance Mechanic is responsible for the safe maintenance, service and repair of the machinery and equipment located in the Plant. That responsibility will take the form of specific duties to be performed regularly at specific times, and other duties that may be assigned from time to time. The Maintenance Mechanic is responsible for recording activities and observations with regard to the condition of the machinery and equipment in the appropriate record keeper. In addition, it is the responsibility of the Maintenance Mechanic to assist the Operator in the performance of his/her job when there are equipment issues.

This position, by ensuring compliance with company policies and procedures, is responsible for recommending, implementing and managing safety, quality and food safety on all product lines.

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| **Scope of Responsibilities:** |

The following list of duties is not all inclusive and is meant to serve as a guide for the scope of work to be carried out by the Maintenance Mechanic

* Inspect machinery and equipment for proper oil levels, pressures, temperatures, and flows
* Diagnose source(s) of trouble in operating equipment, and perform proper repair/replacement procedures
* Properly perform LOTO procedures in isolating and de-energizing equipment and systems that are to be worked on, identify and eliminate or report unsafe conditions in the Plant, and perform all tasks in a safety conscious manner
* Adjust, align, balance repair, overhaul, and rebuild plant equipment as required
* Assist Operator in the operation of the Plant, as requested
* Lubricate machinery
* Dismantle machines and equipment for inspection and repair
* Perform welding, cutting, brazing, pipefitting tasks as directed or required
* Clean and paint equipment and/or areas of the Plant as directed
* Upgrade skills and knowledge of Plant systems, equipment, and components as directed or required

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| **Specific Knowledge and Skills:** |

* Mechanical aptitude and skill set as evaluated by the Maintenance Manager

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| **Education and Work Experience:** |

* A minimum of a High School Diploma or GED
* At least 2 years of experience as a Maintenance Mechanic

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| **Working Conditions:** |

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| * Closed shop environment * Overtime is required * Must be able to work as a team player * Climbing (Ladder, Stairs, etc.) |
| * Balancing (own body) |
| * Stooping (bending from waist) |
| * Kneeling (one or both knees) |
| * Crouching (bending at knees) |
| * Crawling |
| * Lying down (on back, stomach, or side) |
| * Reaching (extending arm from shoulder, w/ or w/out bent elbow |
| * Handling (using whole hand) |
| * Lifting, seated |
| * Fingering (Fingers Only) |
| * Feeling (Texture, temperature, etc.) |
| * Kicking or pressing with foot or feet |
| * Work in confined spaces (side to side) |
| * Work or movement in areas with low clearance |
| * Work in high places (ladders, roofs, painting, etc.) |
| * Uneven floor or ground surface |
| * Work near opening in floor or ground |
| * Build –Up on floor or ground surfaces |
| * Near Acuity (clarity of vision at 20 inches or less) |

Ghirardelli’s manufacturing plant maintains a Drug Free Workplace Policy, and therefore will require a drug test of any applicant that has received a conditional offer of employment.