RICH PROUDCTS

Union City, CA

JOB TITLE: MAINTENANCE MECHANIC DEPARTMENT: MAINTENANCE

FEBRUARY 2013 FLSA – Non Exempt

**JOB SUMMARY:**

Participates as a member of a “Team” to accomplish shared goals and objectives. The primary purpose of this position is to provide electrical/mechanical support to the plant. This position requires competency in the analysis and repair of mechanical and electrical equipment.

**ESSENTIAL JOB FUNCTIONS:**

**COMMUNICATION**

Must be able to communicate effectively in group or team environment about safety, production information, problems, improvement ideas and general topics

**KNOWLEDGE**

Responsible for basic knowledge of mechanical and electrical concepts

Responsible for knowing and adhering to Good Manufacturing Standards

Responsible for knowing and adhering to company work rules and safety rules

**JOB TASKS**

Performs pre-operation inspections and takes correction action or reports exceptions to appropriate personnel

Ensure that equipment meets all GMP standards and is ready to operate

Ensure product meets all Quality and GMP standards

Reports product safety concerns to appropriate personnel and takes corrective action when appropriate

Complete process checks at the required frequencies

Responsible for knowing product standards

Responsible for knowing and adhering to Good Manufacturing Standards

Responsible for knowing and adhering to company work rules and safety rules

**WORK PLACE SAFETY**

Reports all work place safety concerns to the appropriate personnel and takes corrective action when appropriate

Promotes a culture of safety and efficiency by adhering to plant safety and work rules

Ensures fellow associates are aware of and in compliance with all safety rules.

Approaches safety with a positive attitude and watches out for the wellbeing of others

Supports plants’ 6s initiative by keeping supplies and equipment organized

**JOB OBJECTIVE:**

To perform this job successfully and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or abilities required

**JOB TASKS**

Maintain, troubleshoot and repair manufacturing equipment and share knowledge of applicable mechanical concepts/principles to other maintenance personnel

Provide troubleshooting and repair of facility electrical equipment that includes single phase circuits, three phase AC circuits, DC circuits, PLCs and Variable Frequency Drives

Perform preventative maintenance tasks as scheduled and report and qualify results

Completes special projects from time to time as assigned in a cost effective and timely manner

Inform the appropriate facility personnel of any necessary modifications or system malfunctions what would affect their area of operation

Communicate effectively with outside vendors and equipment manufactures

Ensure that production line equipment is left in a functional state for subsequent shifts

Perform non-technical assignments as requested by maintenance management

**EDUCATION and/or EXPERIENCE**

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions

Ability to complete reports and forms

Ability to understand and follow safety rules and instructions

**TECHNICAL SKILLS**

Minimum 5 years’ experience in a manufacturing plant, food processing experience is a plus

Electrical skills must include ability to troubleshoot and repair low voltage and 110 volt relay control circuits, high voltage industrial distribution systems, motor control circuits (3 phase to VFD) and a basic understanding of PLCs

Must be able to demonstrate the ability to read and understand ladder logic

General mechanical skills and knowledge related to troubleshooting and service of various processing and packaging equipment, including pneumatics, hydraulics, basic to sophisticated

Must be able to use independent reasoning and judgment and pay attention to detail mechanical systems and light metal fabrication, including gas, MIG and TIG welding

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Ability to compute rates and percents

**REASONING SKILLS**

Ability to apply common sense understanding to carry out instructions furnished in written and/or oral form

**COMPUTER SKILLS**

Must have basic computer skills

**WORK SITE MEASUREMENTS:**

Able to work around flour and cinnamon and other bakery ingredients as part of the daily activities

Must be able to lift 50 lbs

Protected work stands and platforms 60” high

**CRITICAL DEMANDS OF JOB:**

The percentage of the normal workday that the activity is conducted:

* **RARE 1-5% OF THE TIME**
* **OCCASIONAL 6-33% OF THE TIME**
* **FREQUENT 34-66% OF THE TIME**
* **CONTINUOUS 67-100% OF THE TIME**
  1. **STANDING:** Continuous
  2. **SITTING:** Occasional
  3. **WALKING:** Frequent
  4. **STAIR/LADDER CLIMBING:** Rare
  5. **LIFTING:** Occasional 50 lb
  6. **CARRYING:** Occasional 50 lb for 5 feet
  7. **PUSH/PULL:** Occasional 300 lb for 6 to 8 feet
  8. **REACHING:** Occasional

10.**GRIPPING/HANDLING:** Occasional

11.**HAND COORDINATION:** Occasional

12.**VISION:** Continuous

13**.SMELL**: None

14.**SITTING BENT FORWARD**: Rare

15.**STANDING BENT FORWARD**: Rare

16.**KNEELING**: Rare

17.**CROUCHING:** Rare

18.**BENDING** Occasional

19.**TEMPERATURE: Hot** Rare

**Cold** Rare

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**Associate Signature Date**

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**General Manager Date Human Resources Date**