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Job Description

North Plant Maintenance/Facilities Technician

SUMMARY

Ensures the production, as well as support equipment and facilities are kept in a safe and productive condition at all times. Troubleshoots and repairs all Reichel Foods equipment in a timely and cost effective manner. Maintains all grounds and makes facilities repairs as needed. This position reports directly to the Maintenance Manager. If absent, the Facilities Manger will cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

- 1 **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, blue vinyl gloves, clean smock, and disposable boots. Comply with GMPs (QA0183WI Good Manufacturing Practices).
- 2 Adhere to company Employee Hygiene Practices, Company Food Safety Procedures and GMPs.
- 3 Maintains a safe work environment for all personnel
- 4 Diagnoses and repairs equipment problems while following all safety, GMP, and all other company policies.
- 5 Notifies Supervisor, MO, or Line Lead upon completion of repairs per company SQF policy
- 6 Performs and documents preventative maintenance on company equipment as outlined in the Preventative Maintenance Program and as directed by the Maintenance Manager
- 7 Ensures proper and safe operation of equipment after repairs have been completed
- 8 Ensures all grounds are maintained to SQF standards (this includes but is not limited to lawn mowing, weed spraying, snow removal and the like)
- 9 Makes facilities repairs, applicable to any Reichel Foods facilities at this location
- 10 Will be required to attend any applicable production related meetings
- 11 Documents all repairs throughout assigned shift in the log book
- 12 Seeks out incoming/outgoing maintenance technicians to acquire/provide pass-on information
- 13 Actively involved in the decision making on new equipment design and acquisition
- 14 Fabricates parts and equipment as needed
- 15 Communicates with Maintenance Lead or Manager when lines have been down longer than thirty minutes and have no foreseeable resolution
- 16 Other duties as assigned by Maintenance Manager

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and may involve standing for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, repetitive hand movements, and occasional lifting of up to 50 lbs. May be required to work longer hours than standard shift parameters and Saturday and/or Sunday as production load deems necessary.

EQUIPMENT AND MACHINERY USED

Hand tools, power tools and equipment to include but not limited: saws, drills, mills, lathes, welders, snow removal equipment, lawn maintenance equipment and the like.

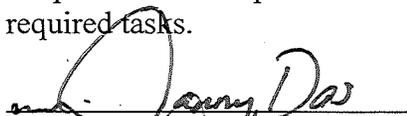
9/4/2019

TRAINING REQUIREMENTS

New Employee Orientation, forklift operator training, a valid driver's license, and "on the job" training.

SIGNATURES

Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.


Employee Printed Name


Employee Signature

Date 9/04/19


Supervisor Signature