



Quality & Service since 1905

Position Role

Job Title: Maintenance Mechanic Level 3

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 3

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
- Tested and/or demonstrated knowledge to troubleshoot and fix equipment in most functional areas such as: SF Stix, 12 Quart, SSB, Oatmeal, Blending, Instant and Flex Pack
 - 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
- Install or 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
 - Train other employees
 - Pass information on to other employees about issues or concerns
- Be proficient in rigging as needed
 - Able to use proper techniques to lift or move equipment with a forklift or hoist by means of cables, slings or chains, dollies
- Lubricate and clean parts

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- 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
 - Advance ability and knowledge of SAP to include writing work orders, looking up work orders, finding parts and writing requisitions to order parts.
 - Advanced ability and knowledge 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.
 - Mentor
 - Will be responsible for mentoring Level I and Level II Maintenance Technicians
 - Also responsible for indirectly mentoring other production employees (Tech Leads, Bay Leads and Machine Operators) on how to run and maintain machines
 - 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 could have limited 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.