



3 Omega Drive Brattleboro, VT 05302

## JOB DESCRIPTION

### Mechanical Maintenance Technician

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

All matters listed herein are considered to be essential job functions. There may be other job functions which are essential, but are not listed below. Also, Commonwealth Dairy, L.L.C. may revise this description at any time deemed necessary.

#### ➤ **Duty & scope of work:**

- The employee will troubleshoot, maintain and repair mechanical equipment and facilities, and aid in the manufacturing of all company products in a safe and sanitary work environment.
- Perform emergency repairs in breakdown situations.
- Willing to work in a two or three shift system with weekend or night standby "on call".
- Some overtime & weekend / "off hours" availability as needed even without forecast.
- Perform and follow all OSHA guidelines regarding work and safety manuals
- Perform preventative maintenance on all equipment as scheduled.
- Ensure all programs are being upheld and documentation is current.
- Write simple correspondence, and complete manufacturing documentation completely.

#### ➤ **SQF Requirements**

- Report food safety problems to personal with authority to initiate action.
- Maintaining food safety and food quality through completing job tasks and maintaining the work area in a sanitary manner.

#### **TECHNICAL QUALIFICATIONS AND SKILLS**

- HS Diploma or equivalent
- Ability to disassemble and assemble all parts of machines and support equipment according to the manufacturer's specifications.
- Working knowledge of HVAC and refrigeration systems.
- Must be able to assess all areas of machines and support equipment in Dairy facility.
- Be able to read basic electrical schematics and mechanical blueprints.
- Knowledge of hydraulic / pneumatic systems.
- Knowledge of boiler function and operation.
- 3-5 years' experience in maintenance divisions or experience in a related position.
- Ability to perform TIG welding

**LANGUAGE SKILLS** Ability to read and comprehend detailed instructions, correspondence, and memos. Must have the ability to write detailed correspondences. Ability to effectively present information to other employees.

**REASONING ABILITY** To apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The candidate must pass a company pre-employment physical and drug screen prior to commencing work.
- While performing the duties of this job, the employee is regularly required to stand, use hands and stretch and reach with hands and arms. The employee frequently is required to walk or stand for long periods of time. The employee must be able to sit for short periods, bend/twist frequently. The employee is regularly required to climb or balance and smell. The employee must regularly lift 50+ pounds frequently carry 40-60 pounds frequently and push/pull up to 75 pounds without assistance. Specific vision abilities required by this job include close vision. Must have full range of body motion.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to wet and /or humid conditions and at risk of electrical shock.
- The employee will be required to use all personal protective equipment provided by the company in compliance with OSHA regulations.

### **MISCELLANEOUS**

- Work effectively in a team environment.
- Ability to follow written and verbal instructions
- Excellent verbal/written communication skills.
- Willing to deliver only highest quality in timely manner.
- Ability to adapt to changing organizational and operational needs.
- Ability to handle multiple tasks simultaneously.
- Skills in organization and prioritization, and attention to detail.
- Safely maintain and repair all plant equipment.
- Must be able to work in a fast paced environment.
- Able to possess and maintain a valid forklift license issued by the company.