



Position Role

Job Title: Maintenance Mechanic Level 1
Department: Maintenance
Reports To: Supervisor of Maintenance
FLSA Status: Hourly-Nonexempt
Prepared By: mmm/ Maintenance Team
Prepared Date: 9/2007
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SUMMARY: Position exists to install, repair and maintain electrical and mechanical equipment by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Follow safety policies/practices to employees including enforcing safe work practices.
- Have Basic mechanical knowledge to troubleshoot and fix equipment in assigned functional area.
- Dismantle devices to gain access to and remove defective parts.
- Adjust equipment and controls as needed for better operations.
- Lubricate and clean parts.
- Learn how to operate and test equipment in your area.
- Set up and operate; drill press, grinder and other metalworking tools to make and repair parts.
- Initiate requisitions and or SAP work orders for parts and machines.
- Have basic electrical knowledge such of: 110, 220 and 480 electrical and repair electrical equipment.
- Maintain area in accordance with BRC & AIB standards and follow product safety and sanitation regulations.
- Follow 5S and Standard work in designated areas.
- Assist production employees in diagnosing malfunctions in work and machine activities

- Have basic skills in reading and using the following :
 - Calipers
 - Gauges
 - Temperature sensors
 - Hand tools
 - Computer; SAP, Outlook

- Other duties may be assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Basic computer skills.

EDUCATION and/or EXPERIENCE: High School Diploma or general education degree (GED). Prefer 1 to 3 years of qualifying maintenance experience.

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.

MATHEMATICAL SKILLS: Ability to use basic math skills.

REASONING ABILITY: Ability to apply basic understanding to carry out instructions furnished in written, oral, or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS: GMP & Safety Certification, Lock out Tag out Certification, Forklift Certification, Valid Driver's license and others as requested.

PHYSICAL DEMANDS:

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Stand				x
Walk				x
Sit		x		
Talk or hear				X
Use hands to finger, handle or touch				x
Use foot/feet to operating machine		x		
Climb or balance		x		
Stoop, kneel, crouch or crawl			x	
Reach above shoulders		x		
Taste or smell		X		

	Amount of Time			
	Up to 15%	Over 15% and up to 40%	Over 40% and up to 70%	Over 70%
Up to 1 pound				x
Over 1 pound up to 5 pounds				x
Over 5 pounds up to 25 pounds			x	
Over 25 pounds up to 60 pounds		X		
More than 60 pounds		X		

	Amount of Time		
	Up to 1/3	1/3 to 2/3	2/3 or more
Hand tools			x
Forklift/Raymond/scissor lift/ Maintenance cart	x		
Motor Vehicle	X		
Power Tools		X	
Shop Tools		X	
Welding Tools		X	

WORK ENVIRONMENT:

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Wet, humid conditions (non-weather)		x		
Work near moving mechanical parts				x
Work in high, precarious places		x		
Fumes or airborne particles			x	
Toxic or caustic chemicals		x		
Outdoor weather conditions		x		
Extreme cold (non-weather)		x		
Extreme heat (non-weather)		x		
Risk of electrical shock				x
Work with explosives	x			
Risk of radiation		X		
Travel on company business		x		

Noise typical for the work environment of this job

 x Loud Noise (Examples: normal shop conditions)

PROTECTIVE CLOTHING/EQUIPMENT REQUIRED:

Safety Glasses, hearing protection in areas requiring, mechanic gloves when necessary, welding gloves when welding, cut gloves when using knives or changing knives, closed toed shoes, Face Shield when required for grinding, Welding jacket or sleeves when welding and others per Maintenance PPE