



# JOB DESCRIPTION

**JOB TITLE:** Maintenance Mechanic

<b>Reports to:</b>	Supervisor or Manager	<b>Department:</b>	Production maintenance
<b>Location:</b>	Klingerstown PA Plant	<b>Job Class:</b>	Machinist - Craft
<b>Grade:</b>	6	<b>Effective Date:</b>	3/01/09

**JOB SUMMARY:**

The purpose of the production mechanic is to assist in installing and troubleshooting all equipment. He should monitor the machinery on a regular basis to ensure safety and efficiency. All employees, the company and community benefit from the work done by the mechanic ensuring that all equipment is working according to plant needs and customer specifications.

**JOB RESPONSIBILITIES:**

1. Maintain, troubleshoot, and repair all production equipment in assigned area under the guidance of higher-level production mechanics.
2. Maintain open, accurate communication with other maintenance employees as well as production management.
3. Complete all assigned work orders completely and accurately document all prudent information describing the completion of the work order.
4. Perform technical maintenance tasks under close supervision.
5. Provide all information necessary to maintain proper parts inventories.
6. Work with production operators to identify process improvements wherever possible.
7. Perform all work in a safe manner following all Company safety policies and procedures becoming of a VPP Star Worksite.
8. Assist with other duties and responsibilities as needed.
9. Expected to adhere to safe work practices becoming of a VPP Star worksite, follow GMP and HACCP guidelines, maintain sanitary conditions and ensure that product quality is maintained in order to maintain SQF Level 3 certification. Report to management any conditions or practices that may adversely affect food safety, food quality or personnel safety.
10. Performs other duties as assigned.

**JOB QUALIFICATIONS:**

**EDUCATION & EXPERIENCE:**

One year certificate from college or technical school or equivalent combination of education, training and/or experience.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, customers/vendors or employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, and diagram or schedule form.

**LICENSES, CERTIFICATES, REGISTRATIONS:**

- \* Powered Industrial Truck (PIT) Certification
- \* Driver's license
- \*HazMat
- \*Confined Space Entry
- \*LOTO

**OTHER SKILLS AND ABILITIES:**

Specific skills and abilities required that are not included in other sections:

1. Experience in a maintenance occupation in a manufacturing environment with strong industrial electrical ability or equivalent combination of education and experience sufficient to successfully perform the essential duties.
2. Basic understanding of 3-phase electricity.
3. Ability to maintain various pumps (positive pressure, centrifugal, etc.).
4. Ability to work independently when directed.
5. Ability to structurally weld varying common metals.
6. Working knowledge of motor controllers, low voltage electrical systems, proximity switches, photo-eyes, and variable frequency drives.
7. Basic understanding of schematics and blue prints.
8. Basic understanding of various diagnostic equipment including, but not limited to, ohms meters, voltage meters, etc.
9. Thoroughly understand and follow all OSHA and Company regulations as they relate to the maintenance field (LOTO, CSE, PPE, etc.).
10. Strong written and verbal skills.
11. Strong mathematical and analytical skills.

**COGNITIVE DEMANDS:**

*Note: In terms of a workday, "Occasionally" equals 1% to 33%; "Frequently" 34% to 66%; "Continuously" 67% to 100%.*

Employee's job requires	Not at all	Occasionally	Frequently	Continuously	Comments
Problem Solving			X		
Making Decisions - task oriented			X		
Making Decisions - strategic	X				
Provide work direction to others	X				
Supervising (direct reports)	X				
Interpreting Data		X			
Organizing		X			
Planning		X			
Communication (written or verbal)				X	
Other:					

**WORKING CONDITIONS:**

Employee's job requires	Not at all	Occasionally	Frequently	Continuously	Comments
Indoor				X	90%
Outdoor		X			10%
High Temperatures		X			
Cold Temperatures		X			
Loud Noises		X			
Fumes		X			
Exposure to VDT screen		X			
Dust		X			
Damp		X			
Other:					

**EQUIPMENT USE AND FREQUENCY:**

Employee's job requires	Not at all	Occasionally	Frequently	Continuously	Comments
Telephone		X			
Copier		X			
Computer		X			
Fax Machine		X			
10 Key:	X				
Forklift		X			
Pallet Jack		X			
Other:					

**PHYSICAL REQUIREMENTS:** see-attached Physical Job Description

# Physical Job Description

Michael Foods Inc.

<b>Identifying Information</b>	<u>Job Title</u> Mechanic
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*Note: In terms of a workday, "Occasionally" equals 1% to 33%; "Frequently" 34% to 66%; "Continuously" 67% to 100%.*

In a work day, Employee must: (Check full capacity for each activity)

<u>Sit</u>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 12 (Hrs)
<u>Stand</u>	<input type="checkbox"/> No	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 12 (Hrs)
<u>Walk</u>	<input type="checkbox"/> No	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 12 (Hrs)

Employee's job requires	Not at all	Occasionally	Frequently	Continuously	Comments
Bend / Stoop		X			
Squat		X			
Crawl	X				
Climb Heights		X			
Reach above shoulder level		X			
Crouch		X			
Kneel		X			
Balance		X			
Push / Pull		X			
Employee's job requires he/she carry:	Never	Occasionally	Frequently	Continuously	Comments
Up to 10 Lbs.					
11 - 24 Lbs.					
25 - 34 Lbs.					
35 - 50 Lbs.		X			
51 - 74 Lbs.					
75 - 100 Lbs.					
Employee's job requires he/she lift:	Never	Occasionally	Frequently	Continuously	Comments
Up to 10 Lbs.					
11 - 24 Lbs.					
25 - 50 Lbs.		X			
51 - 74 Lbs.					
75 - 100 Lbs.					

**Job requires employee use feet for repetitive movements as in operating foot controls:**

<b>Right</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<b>Left</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<b>Both</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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**Job requires employee use hands for repetitive action such as:**

	Simple Grasping		Firm Grasping		Fine Manipulating		Keying	
Right	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Left	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Employee's Job Requires:	Yes	No	Comments
Being around moving machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exposure to marked changes in temp. and humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Driving automotive equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exposure to dust, fumes and gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Job requires Employee to use head and neck in:**

Static Position	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Frequent Flexing	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Frequent Rotating	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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