

POSITION DATA					
JOB TITLE:	Maintenance Associate	JOB CODE:	09MAA	LOCATION:	Oakfield
DEPARTMENT:	Repair Shop	REPORTS TO:	Maintenance Manager	FLSA STATUS:	Non-Exempt
JOB SUMMARY					
<p>Perform tasks related to the maintenance of production equipment and facility machinery and parts. Assist in dismantling, laying out, moving, changing or erecting machinery or equipment.</p> <p><i>Nortera Foods Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> Responsible for keeping preventative maintenance records and schedules for areas of authority. Lead small projects and provide autonomous support for shift needs. Perform proper installation, maintenance, and adjustments of various machinery and components in the facility. Troubleshoot malfunctions in equipment and machinery with or without the aid of blueprints, operations manuals or schematics. Maintain and be accountable for specific building services while assisting management in the day to day and long term planning and productivity of these services. Plan and perform preventative maintenance to building services and equipment as required. May be assigned to complete plant production tasks during pack season to maintain high productivity and quality within these tasks. Initiate ideas in any cost cutting or waste reduction projects. Help to maintain the highest quality of finished product Adhere to all company Good Manufacturing Practices (GMP's). Immediately inform Manager/Supervisor of safety, sanitation, and quality issues. Perform other duties as assigned. 					
QUALIFICATIONS					
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> Knowledge of all mechanical equipment, installation, maintenance and repair Knowledge of maintenance hand tools and shop equipment. Knowledge of mechanical equipment (ie: micrometers, calipers, metal gauges, metal thickness) Knowledge of oxygen acetylene equipment and welding equipment Ability to assemble, disassemble, overhaul hydraulic pumps, relief valves, regulating valves, filters, lines, actuating cylinders and motors Ability to fit and adjust chain and sprockets for drive units Ability to maintain a safe and clean work area Ability to work effectively in a team environment Ability to effectively communicate with others Must be flexible to support business needs that includes weekends and other offshifts 				
PHYSICAL DEMANDS	<p>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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> Constant standing Occasional sitting, pulling/pushing, finger/wrist dexterity, driving Frequent walking, climbing, crawling, bending, stooping, kneeling, crouching, twisting/turning, reaching, hand/eye coordination, lifting up to 50lbs. Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus. <p>Appropriate work intensity level: Medium-Heavy</p>				

WORK ENVIRONMENT	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> ▪ Noisy conditions ▪ Dusty conditions ▪ Hot or humid conditions ▪ Wet conditions ▪ Exposure to extreme/seasonal temperatures ▪ Exposure to chemicals or solvents ▪ Work near moving mechanical parts
EXPERIENCE	Minimum of 1 year experience in an industrial setting
EDUCATION	High school diploma or Equivalent

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera Foods Inc. reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.