

POSITION DATA					
JOB TITLE:	Repack Maintenance Mechanic – Building & Grounds	LOCATION:	Brockport	SALARY GRADE:	\$20/hour Negotiable given Exp.
DEPARTMENT:	Maintenance	REPORTS TO:	Maintenance Supervisor	FLSA STATUS:	Non-Exempt
JOB SUMMARY					
<p>Assists in maintaining the building & grounds of the Brockport Nortera site. Job duties include Painting, Lawn / landscaping, snow removal and general building maintenance.</p> <p><i>Nortera Foods USA 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"> ▪ Capable of making repairs with or without direct supervision. ▪ Maintains the building & grounds (Painting, mowing, snow removal) ▪ Always work in a safe manner. ▪ Maintains good housekeeping at all times. ▪ Always use protective guards and equipment provided. ▪ Must obey all warning tags/signs when working on equipment. ▪ Expected to have basic hand tools and tools required to do most line repairs. ▪ Lubricates machinery. ▪ Makes electrical, pneumatic, mechanical repairs with or without direct supervision. ▪ Demonstrates satisfactory proficiency when using a cutting torch. ▪ Demonstrates satisfactory proficiency in arc and gas welding. ▪ Help to produce the highest quality of finished product ▪ Adhere to all company Good Manufacturing Practices (GMP's) ▪ Demonstrate a personal commitment to safety ▪ Report any food safety, health & safety, quality concerns to your immediate supervisor, (MANDATORY) 					
QUALIFICATIONS					
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> ▪ Expected to have basic knowledge Building & Grounds maintenance ▪ Expected to work without constant supervision ▪ Dependable ▪ Can operate Vehicles, tractors / mowers, Front end loader 				

Maintenance Mechanic – Building & Grounds Description

<p>PHYSICAL DEMANDS</p>	<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 lifting/carrying up to 10lbs. Frequently up to 50lbs Occasionally up to 100lbs ▪ Frequent pushing/pulling up to 40lbs. Occasionally up to 100lbs. ▪ Frequent bending, squatting, twisting, reaching, dexterity, typing, walking ▪ Occasional climbing, crawling, sitting, driving ▪ Constant standing ▪ 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>		
<p>WORK ENVIRONMENT</p>	<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 		
<p>EXPERIENCE</p>	<p>One (1) to Three (3) years of experience in building maintenance environment.</p>		
<p>EDUCATION</p>	<p>High School Diploma or Equivalent</p>		
<p>APPROVALS</p>			
<p>REVIEWED BY:</p>		<p>DATE:</p>	
<p>APPROVED BY:</p>		<p>DATE:</p>	
<p>HUMAN RESOURCES:</p>		<p>DATE:</p>	

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 reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.