

POSITION DATA					
JOB TITLE:	Refrigeration Manager	JOB CODE:		SALARY GRADE:	6-14
DEPARTMENT:	Refrigeration	REPORTS TO:	Plant Manager	FLSA STATUS:	Exempt
LOCATION:	Bergen	SUPERVISES:	Refrigeration Mechanics & Bergen Refrigeration Supervisor	ORIGIN DATE: REVISION DATE:	Jul 8, 2026
JOB SUMMARY					
Perform tasks related to the maintenance of refrigeration equipment and facility machines and parts. Assist in dismantling, lying out, moving, changing or erecting machinery or equipment. Lead and direct refrigeration mechanics with the operation and maintenance of the refrigeration system. <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>					
ESSENTIAL FUNCTIONS					
- Develops, schedules and controls a preventative maintenance program to maintain the refrigeration system in proper and safe working condition. Develop schedules and plans for associated building and equipment maintenance. - Design, coordinate and optimize plant preventative maintenance programs as it relates to the refrigeration system through use of the computerized maintenance management system (EAM). - Develop and maintain Process Safety Management (PSM) program for the Bergen facility. - Supervises and coordinates daily activities of refrigeration department employees and establishes work schedules that support production activities that provide for timely repair and maintenance of facility buildings, grounds and equipment to established safety and health standards - Coordinate scheduled PMs and maintenance with outside refrigeration Contractors. - Work closely with production in managing timely equipment repair and maintenance. - Ensure adherence to company policies, procedures, safety standards, facility rules and regulations and safety compliance - Ensures all equipment and systems are operated within applicable Federal, State and local laws - Work with Plant Manager, Health & Safety Administrator and Human Resource Manager in the investigation of all work related injuries and illnesses and the preparation and submission of the supervisor's investigation report for all injuries/illnesses that involve personnel from the maintenance department - Participate in DuPont STOP program and an environment that promotes zero accidents and an overall safety awareness culture - Assist in the preparation, tracking and overall control of Refrigeration Departments repair and maintenance budget - Oversee the capital budget process to improve production efficiency, safety and/or cost reduction - Establish accountability and the annual performance goals for the refrigeration personnel that will be reviewed by the Plant Manager and HR Manager - Assist facility management in the day-to-day and long term planning and productivity of the refrigeration department and associated systems - Responsible for completing all quality and safety systems checks for all job tasks - Responsible for managing the Refrigeration Supervisor at the Bergen facility. - Act as a resource for refrigeration expertise for the Bergen facility. - Conduct training and education on the Anhydrous Ammonia Refrigeration System - Perform proper installation, maintenance and adjustments of all associated equipment in the refrigeration cycle. Recognize potential problems, worn parts and perform necessary repairs - Troubleshoot malfunctions in equipment and Anhydrous Ammonia refrigeration system problems with or without the aid of					

blueprints, operation manuals or schematics - Assist with boiler operation and boiler room duties that includes testing water samples, maintaining chlorine and water softener system - Help to maintain the highest quality of finished product and is a member of the facility HACCP team to help maintain sanitary equipment design and food safety standards. - 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	- Ability to read and understand blueprints and/or schematics - Ability to work in confined spaces - Knowledge of mechanical and electrical technical equipment such as micrometers, calipers, metal gauges, metal thickness and multi-meter - Knowledge for the operation and repair of two stage anhydrous ammonia refrigeration system, screw compressor and booster, reciprocating compressor, rotary booster, evaporative condensers, ammonia pumps and controls and freezer tunnels for IQF processing - Knowledge of oxygen acetylene equipment - Strong leadership, communication and problem solving skills - Strong teamwork based management skills - Strong self-motivational skills - Ability to work and communicate effectively in a team environment - Ability to reprioritize as issues arise - Knowledge of OSHA and EPA regulations - Knowledge of Microsoft Office - Knowledge of 5S to maintain a safe and clean work environment - Knowledge of Parts Inventory Systems and Work Order Systems - Must be flexible to support business needs that includes weekends and other off shifts - Strong organizational and decision making skills
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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. - Frequent standing, sitting, walking, hand/eye coordination, finger/wrist dexterity - Frequent climbing, crawling, bending, stooping, kneeling, crouching, twisting/turning, reaching, driving, 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. Appropriate work intensity level: Medium-Heavy
WORK ENVIRONMENT	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. - 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	Three (3) to Five (5) years experience as a Refrigeration Mechanic
EDUCATION	High School Diploma or Equivalent, and Industrial Technical Training in related Field.

	▪ Successful completion of Ammonia 1 and 2 training courses. Must have received a passing score and received accreditation to be a Refrigeration Operator.		
APPROVALS			
REVIEWED BY:		DATE:	
APPROVED BY:		DATE:	
HUMAN RESOURCES:		DATE:	

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. 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.