

POSITION DATA					
<b>JOB TITLE:</b>	Lead Maintenance Mechanic	<b>SUPERVISES:</b>	General Mechanics	<b>LOCATION:</b>	Bergen
<b>DEPARTMENT:</b>	Repair Shop	<b>REPORTS TO:</b>	Maintenance Manager	<b>FLSA STATUS:</b>	Non-Exempt
JOB SUMMARY					
<p>Perform tasks related to maintenance of production equipment and facility machines and parts. Assists in dismantling, lying out, moving, changing or erecting machinery or equipment. The Lead Maintenance Mechanic provides guidance, direction, training and mentoring to other general mechanics.</p> <p><i>Nortera 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"> <li>▪ Assist facility management in the day to day and long term planning and productivity of the maintenance department and facility operations.</li> <li>▪ Provide leadership and guidance to other mechanics on shift.</li> <li>▪ Identify and delegate specific tasks to team members on shift, as directed by the Maintenance Manager.</li> <li>▪ Assist with managing work orders for the shift.</li> <li>▪ Send daily shift recap of the status of work orders and/or projects to the Maintenance Manager at the end of each shift.</li> <li>▪ Responsible for all quality and systems checks required for job tasks.</li> <li>▪ Interpret and construct equipment from blueprints and construction drawings. Must be able to modify drawings to fit plant requirements. Must be able to identify components and request replacement parts when needed.</li> <li>▪ Perform proper installation, maintenance and adjustment of various machinery and components in the facility. Troubleshoot malfunctions in equipment and machinery with or without the aid of blueprints, operation manuals or schematics.</li> <li>▪ Plan and perform preventative maintenance on equipment as assigned from the annual PM schedule that will be developed and maintained.</li> <li>▪ May be assigned plant production tasks during pack season to maintain high productivity and quality within these tasks.</li> <li>▪ Initiate ideas in any cost cutting or waste reduction projects.</li> <li>▪ Responsible for the health &amp; safety management system to achieve established goals and provide a safe, efficient environment for all employees.</li> <li>▪ Demonstrate a personal commitment to safety, and set a proper example at all times.</li> <li>▪ Enforce and implement policies to establish a culture of health and safety.</li> <li>▪ Report any food safety, health &amp; safety, quality issues and initiate action, as necessary.</li> <li>▪ Adhere to all company Good Manufacturing Practices (GMP's).</li> <li>▪ Perform other duties as assigned.</li> </ul>					
QUALIFICATIONS					
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of all mechanical equipment, installation, maintenance and repair</li> <li>▪ Knowledge of maintenance materials, tools, equipment and systems (micrometers, caliper, metal gauges, metal thickness)</li> </ul>				

	<ul style="list-style-type: none"> <li>▪ Knowledge of oxygen and acetylene equipment and welding equipment</li> <li>▪ Ability to assemble, disassemble and overhaul hydraulic pumps, relief valves, regulating valves, filters, lines, actuating cylinders and motors</li> <li>▪ Ability to fit and adjust chain and sprockets for drive units</li> <li>▪ Ability to conduct training on the general repair and preventative maintenance of facility equipment and systems.</li> <li>▪ Ability to maintain a safe and clean work area</li> <li>▪ Ability to work effectively in a team environment</li> <li>▪ Ability to effectively communicate with others</li> <li>▪ Must be trained and certified to operate a forklift</li> <li>▪ Must be flexible to support business needs that includes weekends and other offshifts</li> <li>▪ Ability to lead others in the maintenance department</li> </ul>
<b>PHYSICAL DEMANDS</b>	<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"> <li>▪ Constant standing</li> <li>▪ Occasional sitting, pulling/pushing, finger/wrist dexterity, driving</li> <li>▪ Frequent walking, climbing, crawling, bending, stooping, kneeling, crouching, twisting/turning, reaching, hand/eye coordination, lifting up to 50lbs.</li> <li>▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus.</li> </ul> <p><b>Appropriate work intensity level:</b> Medium-Heavy</p>
<b>WORK ENVIRONMENT</b>	<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"> <li>▪ Noisy conditions</li> <li>▪ Dusty conditions</li> <li>▪ Hot or humid conditions</li> <li>▪ Wet conditions</li> <li>▪ Exposure to extreme/seasonal temperatures</li> <li>▪ Exposure to chemicals or solvents</li> <li>▪ Work near moving mechanical parts</li> </ul>
<b>EXPERIENCE</b>	<p>Minimum of three (3) years of experience in an industrial maintenance environment with increased skills, preferred</p>
<b>EDUCATION</b>	<p>High School Diploma or Equivalent</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.*