

Description

POSITION DATA					
JOB TITLE:	Building & Grounds Maintenance Group Leader	SUPERVISES:	Maintenance Associates	SALARY	\$25 to \$30
DEPARTMENT:	Maintenance	REPORTS TO:	Maintenance Manager	LOCATION:	Brockport
JOB SUMMARY					
<p>Responsible to train, motivate and supervise maintenance associates within the guidelines of company policies and procedures. Communicates company policies and procedures to those associates assigned to them. Enforces work and safety rules. Coordinates all maintenance operations as they pertain to buildings, grounds, and yard/lot equipment. Meets or exceed standards set for efficiency, direct and indirect labor. This first line supervisory position interacts with all hourly associates whose responsibilities vary from production, quality systems, administrative, human resources, and distribution. Some electrical experience preferred for troubleshooting purposes.</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"> ▪ Actively participates and promotes plant safety programs. ▪ Supervises shift maintenance associates, ensuring that all facility functions are carried out in a manner which is safe, and complies with all company, state and federal mandates. ▪ Responsible for the timely and accurate completion of all shift incident reporting, and corresponding documentation. ▪ Demonstrates a personal commitment to safety, and sets the proper example at all times. ▪ Schedules and assigns daily shift work, projects, etc. to maintenance staff for completion, setting priorities as applicable. ▪ Supports the repack and distribution operations by ensuring proper repair and operation of all facility equipment, buildings, grounds, etc. ▪ Assists with the design and installation of capital improvement projects. ▪ Assesses shift staffing needs, coordinating employee vacations, leaves, etc. to insure optimum coverage at all times. ▪ Responsible for the timely and accurate completion of all maintenance related reporting and paperwork. ▪ Provides direction to insure that our buildings, grounds, and equipment are maintained within the established housekeeping and sanitation guidelines. ▪ Responsible to enforce all Good Manufacturing Practices, Food Safety, Facility Security, Food Quality, and Facility work rules for those individuals engaged in activities within the maintenance operation. ▪ Provides the necessary direction to insure improved efficiencies. Provides recommendations on ways to improve efficiencies through the use of new equipment, procedures or techniques. Monitors maintenance processes to eliminate unnecessary departmental downtime. ▪ Personal work habits conform to all company/facility policies and procedures as prescribed by the "Lead By Example" philosophy of business practice. ▪ Responsible for the health & safety management system to achieve established goals and provide a safe, efficient environment for all employees. ▪ Demonstrate a personal commitment to safety, and set a proper example at all times. ▪ Enforce and implement policies to establish a culture of health and 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"> ▪ Knowledge of all mechanical equipment, installation, maintenance and repair 				

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	<ul style="list-style-type: none"> ▪ Knowledge of maintenance materials, tools, equipment and systems (micrometers, caliper, metal gauges, metal thickness) ▪ Knowledge of oxygen and acetylene equipment and welding equipment ▪ Ability to assemble, disassemble and 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 conduct training on the general repair and preventative maintenance of facility equipment and systems. ▪ 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 ▪ Electrical troubleshooting skills in an industrial setting 		
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"> ▪ Frequent lifting/carrying up to 40lbs. Occasionally up to 100lbs. ▪ Frequent pushing/pulling up to 20lbs. Occasionally up to 100lbs. ▪ Frequent bending, squatting, twisting, reaching, dexterity, walking, typing ▪ 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>		
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	Three (3) to Five (5) years of experience in an industrial maintenance environment with increased skills		
EDUCATION	High School Diploma or Equivalent		
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 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

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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.