

Date: January 2022

Job Description
Maintenance Technician



Position: Maintenance Technician

Reports to: Director, Facilities and Maintenance

Has Reporting to: None

Main Function:

Responsible for all maintenance activity at Nuovo.

Duties and Responsibilities:

- Maintain, troubleshoot, repair, and perform technical maintenance tasks of all production equipment in assigned area under the guidance of higher-level production mechanics. Work independently when directed.
- Perform all work in a safe manner following all Company safety policies and procedures. Expected to adhere to safe work practices and follow OSHA, GMP and HACCP guidelines and maintain sanitary conditions to ensure that product quality is maintained in order to maintain SQF Level 8 facility certification.
- Complete all assigned work orders completely and accurately. Document all pertinent information describing the completion of the work order.
- Report to management any conditions or practices that may adversely affect food safety, food quality, or personnel safety.
- Maintain open and accurate communication with other maintenance employees as well as production team. Work with production operators to identify process improvements wherever possible.
- Provide full daily activity briefing between each maintenance shift to include machine issues, on-going repairs, and active projects.
- Provide all information necessary to maintain proper parts inventories.
- Responsible to maintain and account for all technical specific company provided tools.
- Assist with other duties and responsibilities as needed.
- Increase daily communication between department shifts and manager of any issues or improvements made throughout the second shift.
- Reduce possibilities of downtime by performing preventative maintenance to machinery during non-production hours.
- Decrease the possibility of downtime by identifying any equipment in factory needing repairs or preventative maintenance service that can lead to a down situation.

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Education and Qualifications:

- Knowledge of the methods and procedures involved in machine maintenance and repair.
- Able to troubleshoot and do root cause analysis of production and electro-mechanical problems
- Electro-mechanical technician background - Electrical testing.
- Machining and welding skills
- PLC knowledge and ability to operate necessary machines and maintenance equipment
- Mechanical and electrical background - 3 years' experience
- High School or GED
- 2 year college or industrial technical training/vocational schooling or equivalent work experience.