

# JOB DESCRIPTION

**Title/Position:** Maintenance Technician

**Department:** Cookie Production

**Supervisor:** Cookie Plant Manager

**Hours/Shift:** Full Time 2<sup>nd</sup> / 3<sup>rd</sup>

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## **JOB SUMMARY:**

- Responsibilities include the support, installation, set-up, troubleshooting, repairs and preventative maintenance of all production equipment, such as mixing and dumping equipment, baking ovens, conveyor systems, and packaging and support equipment. Perform routine preventative maintenance per a set schedule as well as respond to unscheduled repairs in a safe and timely manner.

## **ESSENTIAL FUNCTIONS:**

- This position involves regular bending, stooping, twisting, and lifting.
- Must maintain a high degree of forklift operation skills.
- Must be able to regularly; lift up to 50 lbs, have full use of arms and legs and climb stairs to access all areas of the plant and offices.
- Push or pull with up to 50 lbs. of force on an occasional basis
- Required to stand on their feet and/ or walk 12 hours per day.
- Must be able to detect audible tones and alarms.
- Must have sufficient hand tools required to perform duties of the Production Maintenance Technician.
- Must be able to travel occasionally.

## **RESPONSIBILITIES:**

- Provides emergency/unscheduled repairs of production equipment during production and performs scheduled maintenance repairs of production equipment during machine service.
- Prepares and sets up machinery for scheduled production runs.
- Performs mechanic skills including, but not limited to, mechanical, electrical, pneumatic and hydraulic troubleshooting and repair of packaging and production machines.
- Reads and interprets equipment manuals and work orders to perform required maintenance and service
- Orders parts and tools for equipment.
- Adherence to the company attendance policy is required, which includes expectations of punctuality and limited unapproved absences
- Perform other duties as directed by supervisor.

## **ASSIGNMENT, REVIEW & APPROVAL OF WORK:**

- Under the direction of the Cookie Plant Manager, activities are assigned and conducted according to company policies and procedures.

## **QUALIFICATIONS:**

- Good attendance (as defined by attendance policy)
- Must be able to perform assigned work duties independently with minimal supervision.
- Must exhibit excellent interpersonal skills.
- Must be able to demonstrate a good Electro-Mechanical aptitude and have strong multi-tasking ability.
- A minimum of 3 years of experience in a related field or comparable education.
- Must be able to demonstrate ability to troubleshoot mechanical, electrical and pneumatic systems.
- Welding experience a plus.
- PLC experience a plus.
- Must be able to accurately take instructions and keep records.
- High school diploma or equivalent and/or prior operator experience. Electrical experience and computer experience a plus.
- Ability to read, analyze and follow directions. Must be able to speak, listen and openly communicate with team members and actively participate in team meetings.
- Ability to apply formulas and mathematical concepts and to use them in product development.
- Ability to define problems, collect data, establish facts and draw a valid conclusion.
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- **If interested in this position, return app/resume to: Attn: John Davidson, Joy Cone Co., 3435 Lamor Road, Hermitage, PA 16148.**