



POSITION DESCRIPTION

Position Title: Maintenance-Repair Technician

Location: Watertown, CT

Reports To: Plant & Facilities Director

FLSA: ☐ Exempt ☒ Non-Exempt

Date: June 2024

I. POSITION SUMMARY

This position will support production equipment maintenance. The employee supports daily production runs and learns the equipment's structure and technology to provide technical support on systems within the facility. This position supports and is accountable for the Quality and Food Safety policies in place by the company.

ESSENTIAL POSITION RESULTS

- Practice safe work habits daily and ensure all safety processes are followed with detail on every task assigned.
- Ensure that after all service work is completed equipment and machinery are in a safe operation condition.
- Troubleshoot and maintain factory automation systems, PC Motors, conveyors, electrical systems, tools, and pneumatic equipment.
- Answer daily production calls and work with maintenance team members to resolve issues on equipment to increase line up time.
- Identify faulty equipment through observation and testing during line monitoring.
- Source replacement parts.
- Work with maintenance staff and supervisor to continually update the production process.
- Attend meetings to discuss prioritization of work orders and minimize downtime.
- Pull weekly work schedule and evaluate work orders and concerns to ensure scheduled work can be completed or issues addressed.
- Safely operate power tools, forklifts, man lifts, and hand tools.
- Assess the condition of used parts using micrometers, calipers, and specifications.
- Work with supervisor to maintain parts and tools inventory.
- Prepare maintenance daily reports and summary presentations using daily activity logs, analysis, and trends.
- Maintain electrical and mechanical knowledge via on-going training, industry workshops and technical reading.
- Performs other duties as assigned. (e.g. snow removal on property, clean work areas)
- Satisfactorily completes SQF annual training session(s) covering Good Manufacturing Practices, Sanitation Standard Operating Procedures, Koster Keunen Food Contact Product Safety Plan, and Preventive Controls overview.



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III. SUPERVISORY RESPONSIBILITIES

None.

IV. MINIMUM QUALIFICATIONS

Education, Certifications and /or licenses:

- High school diploma or GED or equivalent, or Vocational Technical Certificate training in at least one of the following: Electrical, Mechanical, Plumbing.

Experience:

- A minimum of 3 years of related experience or combination of training and experience

Knowledge/Skills:

- Strong knowledge of machines in a manufacturing setting
- Boiler, HVAC Welding, Chillers, Electrical up to 480 volts support skills a plus
- Process 3-phase piping and plumbing a plus
- Ability to multi-task, work independently and/or within a team, pays attention to detail and meet deadlines.
- Detailed work ethic, be enthusiastic, committed, proactive and resourceful; effectively gets the job done.
- Ability to communicate effectively in a positive and thoughtful manner with customers and co-workers.
- Basic troubleshooting, problem solving and diagnostic skills.
- Experience with hand tools, power tools and test equipment preferred.
- Read, interpret, and record data from meters, gauges, scales, panels, computer consoles and other equipment.
- Completion of proactive maintenance and assigned tasks and repairs in a timely manner

V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to stand, walk, sit, and climb stairs or balance and must regularly lift and/or move 50-80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Other tasks may require rooftop work, confined work space entry and snow removal on property.

VI. WORKING CONDITIONS AND ENVIRONMENT

The work environment characteristics described here are representative of those encounters while performing the essential functions of this job.

While performing the duties of this job the employee is regularly exposed to a manufacturing environment. The ability to share workspace and dress in proper attire such as required PPE gear (glasses, gloves, hair/beard nets and uniforms). The employee may be required to stand on platforms and climb stairs regularly. Employee may be exposed to inclement weather. Flexible work schedule may be required to support urgent needs on weekends, holidays, and on-call hours.

Company Purpose (Why We Exist):

To create a more sustainable world where we offer value for all stakeholders and contribute to a more equitable society.

Company Values (How We Work Together Every Day):

SAFETY – We are all responsible to keep each other safe and improve standards through ongoing training and learning.

QUALITY – We are dedicated to high-quality, reliable solutions that meet customer needs and exceed expectations.

RESPECT – We consistently work together with mutual care, open communication and honesty.

SERVICE – We are committed to integrity, excellence, and urgency in serving our customers and the communities where we operate.

INNOVATION – We aim to shape the future through ethical sourcing, and continuous improvements in research and manufacturing.

TEAMWORK – We empower team accountability by prioritizing the achievement of shared goals to drive strategic success.

SUCCESS – We acknowledge that success starts with each of us, enabling continued progress towards our shared purpose.

Employee/Applicant

Supervisor / Manager

Date