

### **Position Summary**

An **Industrial Maintenance Mechanic** for Ukrop's Homestyle Foods is responsible for performing daily maintenance and repairs of assigned equipment and facilities including, general plumbing, basic electrical, basic carpentry, basic heating and cooling and other building systems in UHF facilities.

### **Essential Duties**

- Performs general repairs that do not require a specialized technician. Examples may include plumbing, electrical, heating, ventilation, repairing drywall, painting, repairing doors and other building fixtures, and general HVAC repairs to the facilities equipment systems.
- Inspects and troubleshoots equipment and systems to identify problems or issues.
- Installs and repairs of plant production and support equipment, quickly and efficiently.
- Consults blueprints or building plans to identify the best solution to resolve systems or equipment issues.
- Oils and lubricates moving parts on machines to ensure effective performance.
- Records and reports damaged, worn, or broken parts and prepare reports documenting work performed.
- Conducts preventive maintenance to ensure that plumbing, electrical, equipment and HVAC systems continue operating properly.
- Perform general cleaning tasks in shops and facilities as needed.
- Prioritizes workloads and handle multiple projects efficiently.
- Cleans, organizes, inventories, stocks, and otherwise maintains shop areas, parts, tools, and supplies.
- Performing lockout/tagout procedures as needed to secure equipment according to guidelines.
- Ensuring equipment, fire and electrical safety are being adhered to during walk through of plant.
- Functions as one of the plants' First Responders to assist in emergency situations at the plant.
- Meets manufacturing goals in the areas of safety, cost, quality, and production performance, working in a time driven atmosphere following strict food safety and guidelines and timelines.
- Completes annual training as assigned for maintenance teams.
- Ability to work independently or with a team, while building positive relationships with plant leadership and associates, and provide excellent customer service.
- Other
- Ability to work flexible schedules as needed for production and/or holidays.
- Supports GFSI and FSMA, assists in implementing, following, and ensuring that the SQF and Safety Systems are in place and that we follow all aspects of HACCP plan, SSOPs and GMPs throughout the plant.
- Reporting all food safety issues to an immediate supervisor.
- Drive company vehicles in the Richmond metro area to pick up parts or perform work at another UHF location.

### **Education/Experience**

- High School diploma or GED required.
- Minimum of 2 years vocational training, recognized apprenticeship, on the job training or relevant work experience required.
- Must be 18 or older.
- Certifications include but may not be limited to: Industrial Equipment Certifications, Responder Training, LOTO, OSHA-10, GFSI. Requirements may change as dictated by industry or business needs.
- Valid driver's license, that meets company requirements.

### **Working Relationships**

- Supervised by: Maintenance Supervisor and Lead Mechanic
- Direct Reports: None
- Indirect Reports: None
- Interacts with: Production and Distribution Management, Technical Services, Human Resources, and production associates.

### **Competencies**

- **Nourishing Culture:** Interpersonal Relations- establishes and maintains constructive, positive working relationships built upon trust. Works to find mutually beneficial solutions. Influences others to gain their support as necessary to complete work activities.
- **Superior Customer Support:** Dependability – availability to support production activities and adherence to all department and company policies and procedures.
- **Lean, Agile Manufacturing:** Results oriented – Assumes ownership of work and ensures it is completed accurately, efficiently and on time. Works with a sense of urgency, enthusiasm, commitment, and persistence.
- **Innovation:** Problem Solving and Decision Making - Systematically gathers information from a variety of sources, analyzes information, identifies implications of data, generates viable alternative solutions to a problem and evaluates the consequences

of each alternative. Recognizes when a problem exists and takes proactive steps to resolve the problem. Makes effective decisions in a fast-paced environment.

**PHYSICAL AND MENTAL REQUIREMENTS OF JOB DUTIES AND RESPONSIBILITIES**

**Job Title: Industrial Maintenance Mechanic**

<u>Mental Requirements</u>	<u>Task Description</u> <u>(At Highest Level Required)</u>					<u>Basic</u>	<u>Intermediate</u>	<u>Advanced</u>
Math	Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their application						X	
Reading	Read and comprehend schematics, blueprints, and technical documents.						X	
Language	Knowledge of English language to comprehend and interpret equipment manuals, schematics, blueprints, and ability to communicate with plant leadership and associates.						X	
Logic	Ability to use critical thinking and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.						X	
Problem Solving	Ability to troubleshoot to determine causes of operating errors and deciding what to do about it.						X	
Decision Making	Make critical decisions based off all available information to maintain plant operations. Consider the relative costs and benefits of potential actions to choose the most appropriate one.						X	
<u>Physical Requirement</u>	<u>0-1 Hours</u>	<u>2 Hours</u>	<u>3 Hours</u>	<u>4 Hours</u>	<u>5 Hours</u>	<u>6 Hours</u>	<u>7 Hours</u>	<u>8 Hours</u>
Standing				X	X	X		
Sitting		X	X					
Bending & Twisting		X	X					
Climbing	X	X						
Walking				X				
Riding	X							
Pushing & pulling	X	X	X					
Lifting	X	X	X	X	X			
<u>Physical Requirements</u> <u>(Low To High)</u>	<u>0-10 Pounds</u>	<u>10-25 Pounds</u>	<u>25-50 Pounds</u>		<u>50-75 Pounds</u>	<u>75-100 Pounds</u>		<u>100+ Pounds</u>
Lifting	X	X	X					
Pushing & pulling	X	X	X		X	X		
<u>Working Conditions</u>	<u>0-1 Hours</u>	<u>2-3 Hours</u>	<u>3-4 Hours</u>		<u>4-5 Hours</u>	<u>5-6 Hours</u>		<u>6-7 Hours</u>
General Maintenance Shop	X	X	X		X			
Cold/Refrigerated	X	X	X		X			
Freezer	X							
<u>Physical Requirements</u>	<u>Hands Controls</u>	<u>Visual Acuity</u>	<u>Hearing Acuity</u>		<u>Manual Dexterity</u>			
	X	X	X		X			

Associate Initials: \_\_\_\_\_

Date: \_\_\_\_\_