

**JOB DESCRIPTION**

JOB TITLE: Maintenance Lead (Nightshift)  
WAGE RANGE: \$18.00 per hour  
DEPARTMENT: Maintenance – Forrester Rd.  
REPORTS TO: Maintenance Supervisor

**Job Summary:**

As a working Lead in the Maintenance Dept., work with Maintenance Supervisor / Asst. Supervisor in making individual skill assessments, work assignments and task completions. This includes training, general maintenance, troubleshooting, repair and fabrication on food production machinery, electrical systems, pumps, conveyors, etc.

**Job Requirements: 3 years maintenance experience within the past 5 years**

A. Education Requirements:

- 1.) High School diploma or equivalent.
- 2.) Proficient in basic math, reading, and writing skills.

B. Skill requirements:

- 1.) Proficient in the use of common hand tools and hand-held power tools and enforce their safe operation while following OSHA and company safety guidelines.
- 2.) Ability to safely operate, repair, and maintain machinery.
- 3.) Advanced knowledge of 480v, 230v, and 120v electrical components.
- 4.) Advanced welding and fabrication skills; good mechanical aptitude and common sense.
- 5.) Excellent communications skills, both verbal and written.
- 6.) Ability to work cooperatively as a team member.
- 7.) Adequate computer skills for handling automated work orders, e-mail, etc.

C. Physical Requirements:

- 1.) Ability to work 20 ft. off the ground from a ladder, forklift cage, or lift platform.
- 2.) Ability to work in confined spaces (with appropriate safety equipment).
- 3.) Ability to carry 50 lbs. for 50 ft; carry, set up and climb a 30' extension ladder.
- 4.) 20-20 vision (may use corrective lenses), ability to see all primary colors.

**Job Duties:**

*Essential Functions* – **Expertise and the ability to train others in the following:**

- 1.) Troubleshoot, repair, and maintain production equipment.
- 2.) Fabricate new equipment as needed.
- 3.) Perform PM's on specified equipment as assigned.
- 4.) Repair and maintain steam boiler and associated equipment.
- 5.) Generate, update, and close out work orders as required.
- 6.) Troubleshoot, repair, and maintain forklifts, batteries, and related equipment.

*Additional responsibilities*

- 1.) Keep shop and work areas neat and clean.
- 2.) Follow and enforce all OSHA and company safety policies and rules.
- 3.) Other duties as assigned.