

Rhodes International, Inc.
Job Description

Job Title: WI Maintenance Technician
Department: Maintenance
Reports To: Maintenance Supervisor
FLSA Status: Non-Exempt
Revised By: Katie Dockstader & Theresa Dew
Prepared Date: 3/30/2009; **Revised:** 3/12/2019
Approved By: Erik Lehnardt
Approved Date: **February 12, 2020**

Summary

Installs, maintains, and repairs machinery, equipment, physical structures, and pipe and electrical systems in an industrial establishment. Discusses machine operation variations with maintenance supervisor, team leads, operators, or other maintenance workers to diagnose problems, repair machines, and ensure smooth day-to-day operation of the plant.

Key Performance Indicators

An employee in this position will know that they are performing their job well when they accomplish these objectives.

- Have a basic understanding of all equipment in the plant.
- Establish proficiency in one or more critical areas as defined below.
- Responds, by radio or in person, to supervisor requests for assistance promptly (typically within 2 to 3 minutes) with a service mindset.
- Strives to have an outward mindset and recognizes needs and offers support to Rhodes team.

Essential Duties and Responsibilities

Includes the essential duties and responsibilities below. Other duties may be assigned.

Maintenance Work Order Duties

- Reviews emails and assigned work orders through Emaint daily.
- Documents and completes work orders as assigned.

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- Offers assistance to team members when time is available.

Electrical Maintenance Duties

- Lays out, assembles, installs, maintains, and repairs electrical apparatus, such as transformers and wiring, and electrical components of machinery and equipment.

Electronic Maintenance Duties

- Installs, programs, or repairs automated machinery and equipment such as robots or programmable controllers.
- Installs and repairs electronic components of machinery and equipment.
- Assists with computer installation and connection.

Mechanical Maintenance Duties

- Dismantles defective machines and equipment and installs new or repaired parts.
- Installs new machines and equipment.
- Assembles, repairs, and fabricates metal parts and equipment such as conveyors, guides, guards, etc.
- Sets up and operates machine tools such as lathe, grinder, drill, and milling machine to repair or fabricate machine parts, jigs, fixtures, tools, etc.
- Operates cutting torch or welding equipment to cut or join metal parts.

Plumbing Maintenance Duties

- Lays out, assembles, installs, and maintains pipe systems and related hydraulic and pneumatic equipment, and repairs and replaces gauges, valves, pressure regulators, and related equipment.
- Cuts, threads, and connects pipe to functional components.

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Preventative Maintenance Duties

- Performs routine preventive maintenance for a variety of bakery, packaging, and refrigeration equipment.
- Visually inspects and tests machinery and equipment.
- Listens for unusual sounds from machines or equipment to detect malfunction.
- Cleans and lubricates shafts, bearings, gears, and other parts of machinery.

Refrigeration Maintenance Duties

- Starts systems, observes operation, reads gauges and instruments, and adjusts mechanisms such as valves, controls, and pumps to control level of fluid, pressure, and temperature in system.
- Follows SOPS to start-up and shut-down spiral freezers supporting production and sanitation needs.

Maintenance Inventory Duties

- Prepares requisitions, orders, or other documents for purchasing or requisitioning new or additional stock items.

General Maintenance Duties

- Repairs and maintains physical structure of establishment.
- Repairs and fabricates counters, benches, partitions, and other wooden structures.
- Fabricates parts, fixtures, guards etc. as needed.
- Project work relating to demolition or installation of equipment, conveyors, belts, etc.
- Keeps work area and shop clean to avoid hazards and contamination.

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- Is consistently at work and on time. Ensures work responsibilities are covered when absent. Arrives at meetings and appointments on time.

Safety

- Works in a safe and productive manner.
- Understands lock-out, tag-out procedures and applies them appropriately during machinery set-up and maintenance.
- Remains aware to potential accident and health hazards; Notifies the Maintenance Supervisor, Team Lead or HR of all potential risks immediately; Maintains good housekeeping throughout the facility.
- Completes specific required safety training relating to Arc-Flash and PSM.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) required; Associates Degree or Technical Certifications preferred; One (1) or more years of related experience preferred.

Additional Knowledge and Skills: Knowledge and skills related to industrial electrical, electronic, mechanical, plumbing, HVAC, and refrigeration maintenance are preferred.

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Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak and understand English in a manner that is sufficient for effective communication with Supervisors and co-workers based on the assumption that such individuals can only speak and understand English. Ability to write simple correspondence. Bilingual speaking is a plus.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret graphs; Familiarity with statistical measures helpful.

Mechanical Skills: Demonstrates a high level of mechanical aptitude; Ability to understand normal equipment operation and troubleshooting.

Reasoning Ability: Ability to solve practical problems and deal with a variety of abstract and concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have knowledge of contact management software, Internet searching software and is trained or is willing to be trained on Emaint software.

Training Requirements: Willing to participate in on-going maintenance skills testing and training as assigned.

Travel Requirements: Some travel may be required.

Other Skills and Abilities:

- Has been trained and is proficient or is willing to train and become proficient in Six Sigma and Lean programs.
- Willing to participate in and support the Company's culture building initiatives such as Arbinger.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to sit; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl; and taste or smell. The employee

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must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Required Personal Protective Equipment (PPE)

Employees must use personal protective gear such as bump caps, eye protection, hearing protection, gloves, and safety-toe protective footwear as required by industry safety standards or as deemed necessary by Company safety policy and procedure.

Employees authorized for welding tasks will be required to wear PPE specific to welding such as Welding Masks, Gloves, Coat, etc.

Maintenance Technicians involved with electrical work will be required to wear appropriate Arc-Flash protection gear when performing certain electrical tasks.

Maintenance Technicians authorized to respond to ammonia hazards or alerts will be fit-tested for the appropriate respirator masks and SCUBA suits.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. Must be able to work around flour dust. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; toxic or caustic chemicals; outside weather conditions; extreme heat; extreme cold; and vibration. The noise level in the work environment is usually very loud.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual Competency

- Analytical - Collects and researches data; Uses intuition and experience to complement data.

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- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Competency

- Interpersonal Skills – Displays a cooperative spirit; Focuses on solving conflict, not blaming; Listens to others without interrupting; Asks for others ideas and demonstrates consideration of others as important team members; Keeps emotions under control; Remains open to others' ideas and tries new things; Maintains confidentiality; Maintains an outward mindset.
- Oral Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Makes positive comments about team members.
- Responsiveness – Responds promptly to requests for service and assistance.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Offers solutions to team problems; not complaints; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Inspires and motivates others to perform well.
- Written Communication – Presents numerical data effectively; Able to read and interpret written information.

Organizational Competency

- Business Insight – Displays orientation to profitability; Understands business implications of decisions.
- Cost Consciousness – Offers suggestions for cost saving measures; Conserves organizational resources.

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- Diversity - Shows respect and sensitivity for cultural differences; Respects diversity; Promotes and supports a harassment-free environment.
- Ethics – Treats others with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Supports organization's goals and values.
- Quality Management – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Self-Management Competency

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks correctly and on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.
- Planning/Organizing - Uses time efficiently.

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- Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.
- Quality – Must be detail oriented; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality; Strives to improve personal performance.
- Quantity – Meets productivity standards; Completes work in a timely manner; Must be able to multi-task; Works efficiently; Strives to increase productivity.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Certification

Employee Signature: _____

Printed Name: _____ Date: _____

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Signature: _____

Printed Name: _____ Date: _____

I certify that this job description is an accurate description of the responsibilities assigned to the position.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.