

**Rhodes International, Inc.**  
**Job Description**

**Job Title:** WI Refrigeration Technician  
**Department:** Safety & Refrigeration  
**Reports To:** Safety & PSM Manager  
**FLSA Status:** Non-Exempt  
**Revised By:** Katie Dockstader, Kris Isensee, & Theresa Dew  
**Prepared Date:** 8/6/2020  
**Approved By:** Erik Lehnardt  
**Approved Date:** **September 3, 2020**

**Summary**

The WI Refrigeration Technician is a member of a manufacturing team and is responsible for maintaining and repairing refrigeration systems in an industrial establishment. Discusses equipment variations with the Safety & PSM Manager, to diagnose problems, repair equipment, and ensure smooth day-to-day operation of the plant. Assists in installing, maintaining, and repairing machinery, equipment, physical structures, pipe, and electrical systems.

**Key Performance Indicators**

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

- Has a basic understanding of all equipment in the plant and a specialized understanding of all refrigeration and HVAC equipment in the plant.
- Strives to have an outward mindset and recognizes needs and offers support to Rhodes team.
- Ensures that refrigeration systems are running efficiently and effectively to support production needs.
- Shares knowledge, teaches and coaches other team members on refrigeration theory, systems, equipment components and repairs.

**Essential Duties and Responsibilities**

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

## WI Refrigeration Technician

### 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.
- Observes and tests system operation using gauges and instruments.
- Tests lines, components, and connections for leaks; adds refrigerant as needed.
- Works directly with refrigeration contractors, electricians, and pipe fitters on projects.
- Adjusts or replaces worn or defective mechanisms or parts (valves, seals, sensors, etc.)
- Follows and assists in developing all refrigeration SOPs.
- Performs mechanical overhauls and reclaims refrigerant.
- Performs daily rounds by visually inspecting all refrigeration systems, logs observations in Redzone, corrects and fixes any deviances from the normal working processes of the system.
- Maintains control of the water treatment system and associated chemicals.
- Ensures that all ammonia system safeguards are functioning properly at all times.
- Performs motor alignments; oil and ammonia sampling.
- Reads and interprets P&ID drawings for accuracy and troubleshooting.
- Actively participates in PSM meetings and activities.
- Assists in developing PSM required elements.
- Evaluates refrigeration systems for efficiency and makes recommendations for improvement.
- Participates in and assists with Company organized process improvement initiatives that relate to refrigeration.

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- Maintains knowledge of refrigeration industry standards established by OSHA, EPA, IIAR, RETA and other recognized entities.
- Is available for a rotating on call schedule.

### Preventative Maintenance Duties

- Performs routine preventive maintenance on all refrigeration equipment.
- Visually inspects and tests refrigeration machinery and equipment.
- Listens for unusual sounds from refrigeration machines or equipment to detect malfunction.
- Cleans and lubricates shafts, bearings, gears, and other parts of refrigeration machinery.
- Proactively recognizes issues with refrigeration equipment through continued education and attention to detail.
- Drains oil from ammonia systems using Line Break Permit system.

### Maintenance Work Order Duties

- Reviews emails, logs, and assigned work orders daily.
- Documents and completes work orders as assigned.
- Readily offers assistance to team members when time is available.

### Maintenance Inventory Duties

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

### Electrical & Electronic Maintenance Duties

- Assists in laying out, assembling, installing, maintaining, diagnosing, and repairing electrical apparatus, such as transformers and wiring, and electrical components of machinery and equipment.
- Assists in installing, programming and repairing electronic components of machinery and equipment, sensors and control systems.

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### General Maintenance Duties

- Assists in the repair and maintenance of the physical structure of the facility.
- 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.
- Dismantles defective machines and equipment and installs new or repaired parts.
- Keeps work area and shop clean to avoid hazards and contamination.
- Is consistently on time and at work onsite at the Rhodes production facility (unless other arrangements, such as an approved offsite job training, etc. are made). 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 line break procedures and applies them appropriately during machinery maintenance.
- Remains aware to potential accident and health hazards; Notifies a member of Management of all potential risks immediately; Maintains good housekeeping throughout the facility.
- Completes specific required safety training relating to Arc-Flash and PSM.
- Participates as an active member of the Company HAZMAT Team. Assists in quarterly drills.

### **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; One (1) or more years of related experience required; Associates Degree or Technical Certifications preferred.

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

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 Managers, Team Leads, 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 current CMMS and logging software.

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

Other Skills Abilities, and Qualifications:

- Has been trained and is proficient or is willing to train and become proficient in Six Sigma and Lean programs.

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- Willing to participate in and support the Company's culture building initiatives such as Arbinger.
- Flexibility to work as a "On Call Responder" on all three (3) shifts; Serves as a back-up to any Maintenance Technician.
- Some travel may be required.

### **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 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.

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

Employees authorized to respond to ammonia hazards or alerts will be fit-tested for the appropriate respirator masks and response 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.

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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.
- 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

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problems; not complaints; Puts success of team above own interests; Builds 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.
- 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.



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- 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.
- Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.
- Quality – Is 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; Is 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: \_\_\_\_\_

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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.