

JOB DESCRIPTION
JOB TITLE: BUILDING MAINTENANCE

POSITION STATUS: NON-EXEMPT

SUMMARY: Reports to the Maintenance Supervisor on the assigned shift and is responsible for ensuring the building, grounds equipment and structures are in good working condition. Also responsible for making repairs and performing preventative maintenance while following all company policies & processes.

QUALIFICATION REQUIREMENTS: 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 abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for overseeing maintenance of the facility and grounds
- Responsible for maintaining the safety of the facility and all grounds
- Perform preventative maintenance on the facility and grounds, as needed
- Support other departments with routine maintenance, including sanitation, warehouse, etc.
- Must know and understand the emergency procedures in the event of equipment failure
- Repair building equipment as needed due to failure or inconsistent operation
- Must maintain a clean and safe work area at all times.
- Other duties as assigned by the Maintenance Supervisor/Manager or Plant Manager.

EDUCATION and/or EXPERIENCE:

High School Diploma or (GED) is required. Technical or vocational degree in related field and bakery experience is strongly preferred. 1-3 years of related building maintenance experience is required.

Must be proficient using computer applications, spreadsheets, e-mail, CAMS and other related system.

Must be proficient in: welding, cutting, fabrication and have mechanical & electrical troubleshooting skills as well as pneumatic and hydraulic skills.

Basic electrical, plumbing and carpentry skills are also required.

LANGUAGE SKILLS:

Ability to read and interpret documents such as production reports, safety rules, procedure manuals and operating & technical instructions. Ability to write clearly on all documentation.

MATHMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ration and percentages.

REASONING ABILITY:

Ability to apply common sense understanding in following instructions furnished in written, oral and/or diagram form as well as the ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The position requires the ability to stand, bend and/or stoop for extended periods of time doing repetitive motion while performing the various duties of this job, including: using hands & fingers to handle or feel objects, tools or controls as well as to reach with hands & arms. This position requires frequent walking, climbing and balance as well as the ability to taste and smell.

This position requires the ability to lift and/or move up to 50 pounds on occasion.

WORK ENVIRONMENT:

This position requires working near moving mechanical parts and is regularly exposed to extreme heat and/or cold. The noise level in the work environment is usually loud.

FOOD SAFETY:

As an employee of Fehr Foods, Inc. it is your duty to ensure all of the products manufactured in this facility are safe for the consumers. Therefore, all employees are responsible for reporting food safety issues and/or concerns to their direct supervisor immediately. All employees must understand and follow the food safety rules and GMP's (Good Manufacturing Practices) as explained in the Employee Handbook in order to provide safe quality food (SQF) to the consumer. Additionally, employees must be able to demonstrate comprehension of the GMP's by verbal explanation, which is a minimum job requirement for all positions. Finally, all food safety/GMP violations will result in disciplinary action up to and including termination of employment.

WORKPLACE SAFETY:

Safety is EVERYONE's responsibility at Fehr Foods, Inc. All employees are responsible for knowing and following all safety rules as provided in the Employee Handbook and Safety Code Book as well as job specific training. All safety issues and/or concerns must be reported to management immediately. All safety violations will result in disciplinary action up to and including termination of employment.

Revised Job Description: 12/15/11; F/Human Resources/New Job Descriptions

Building Maintenance Job Description Acknowledgement & Agreement

**I received a copy of this job description and understand what is expected of me. _____
(initial)**

I understand the safety rules and agree to follow them as well as report any safety violations.

Employee (Print Name) _____

Signature of Employee / Department or Position

Date

Signature of Supervisor/Manager & Title

Date

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