

# Rejuvenation



**Job Description:** Maintenance Technician

**Department:** Eden Organic Pasta Company – Operations

**Reports to:** General Manager, Eden Organic Pasta Company

## **MAJOR FOCUS**

- 1) Assure that machinery, equipment, and facility are properly maintained according to with current GMP's and Eden Foods policies
- 2) Maintain compliance with company programs/procedures, federal and state laws, and guidelines

## **DUTIES AND RESPONSIBILITIES**

- A) Uphold and comply with a Preventative Maintenance schedule
- B) Perform all maintenance operations according to Production/Maintenance Area SOP's
- C) Maintain manufacturing equipment
- D) Maintain facilities and property, including associated equipment
- E) Maintain building and grounds maintenance records
- F) Maintain maintenance tool and equipment inventories
- G) Monitor and report equipment for safety or maintenance needs
- H) Support and deliver efficient scheduling of all equipment maintenance
- I) Ensure proper execution of all maintenance programs and procedures
- J) Anticipate and report major repair needs and safety hazards to General Manager
- K) Perform other duties as assigned

This job description is not intended to be all-inclusive or a complete explanation of all duties. Employees are required to perform other duties as assigned by their immediate supervisor or Eden Management. Eden reserves the right to modify job duties and responsibilities as needed. This job description does not constitute a written or implied contract of employment

## **JOB REQUIREMENTS**

- A) Adequate experience and competence to perform a multiplicity of maintenance tasks
- B) Good written and verbal communication skills
- C) Good general working knowledge of plumbing, electrical, HVAC
- D) Personal and professional team player
- E) Five years experience commercial facilities maintenance
- F) Preferably experience in industrial facilities maintenance
- G) Consistently sound moral and ethical professional standards

RA & JB 8/20/19