



Job Title: Maintenance Technician
Job Code: 160026
Department: Maintenance
Reports to: Maintenance Manager
Prepared By: Human Resources
FLSA Status: Non-exempt
Preparation Date: April 2024

POSITION SUMMARY: Reporting to the Maintenance Manager, the Maintenance Technician will be responsible for ensuring the efficient operation and maintenance of our facility and equipment. This role involves performing preventive maintenance, troubleshooting equipment issues, and completing repairs to minimize downtime and maximize productivity while maintaining a safe and functional environment for our employees and visitors.

ESSENTIAL FUNCTIONS:

- Limits downtime of equipment by performing inspections, documenting issues, creating parts lists and work-orders, and performing tasks to eliminate ongoing and repetitive issues.
- Diagnoses and repairs machine breakdowns in a timely fashion and with professionalism.
- Adheres to all applicable GMP policies and guidelines.
- Practices lock out/tag out safety procedures and utilizes Personal Protective Equipment (PPE) and adheres to all food safety and Environmental, Health, and Safety (EHS) policies and guidelines.
- Documents work accurately and timely in the CMMS, as required, to meet all policies and procedures.
- Repairs and maintains machinery and facility to include but not limited to plumbing, physical structure, ground, and electrical wiring in accordance with blueprints, manuals, and building codes, using the necessary tools.
- Performs routine maintenance on machines; replaces or repairs machine belts; removes dust, dirt, grease, and waste materials from machines; paints machines or equipment to prevent corrosion.
- Installs electrical equipment and repairs or replaces wiring, fixtures, and bulbs.
- Repairs various types of furniture, doors, windows, floors, lockers, gates, roofs, and ceilings; digs post holes; patches and repairs docks and floors; maintains grounds.
- Completes assigned Preventative Maintenance (PMs) timely as assigned in the CMMS.
- Read and interprets equipment manuals to determine proper operations, assist with ordering parts, and work with equipment Original Equipment Manufacturers (OEMs) directly for support when necessary.
- Respond promptly to emergency maintenance requests, including after-hours and weekend calls, to address critical issues and prevent disruptions to business operations.
- Performs other duties as assigned by Manager.

COMPETENCIES:

To perform this job successfully, the Maintenance Technician must be self-motivated, able to problem solve, detail-oriented, and able to stay on task. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to use standard tools, materials, methods, and practices involved in building maintenance and repair, including but not limited to carpentry, plumbing, welding, electrical, and painting.
- Excellent organization and time management skills.
- Ability to analyze and evaluate situations and use independent judgment and initiative in taking appropriate action.
- Ability to read and interpret blueprints, manuals, and building codes.
- Ability to communicate clearly and concisely.
- Self-motivated, with the ability to multi-task, prioritize, and adapt well to change.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent; technical certification or associate degree in a related field preferred.
- 1 to 3 years in manufacturing maintenance or 1 to 3 years in relevant technical services.
- Experience with troubleshooting and repairing mechanical systems such as: hydraulics, pneumatics, gearboxes, and other drive train components.
- Knowledge of OSHA regulations.

Job Analysis/Job Description Physical Activities Checklist**Job title: Maintenance Technician**

Physical Activities <i>Check all that apply</i>	Frequency <i>(N)Never, (O)Occasionally or (C)Constantly</i>
Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like.	O
Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.	C
Remaining in a stationary position, often standing, or sitting for prolonged periods.	C
Moving about to accomplish tasks or moving from one worksite to another.	C
Adjusting or moving objects up to 15 pounds in all directions.	O
Communicating with others to exchange information.	O
Repeating motions that may include the wrists, hands and/or fingers.	O
Operating machinery and/or power tools.	C
Operating motor vehicles or heavy equipment.	C

Environmental Conditions <i>Check all that apply</i>	Frequency
Low temperatures.	O
High temperatures.	O
Outdoor elements such as precipitation and wind.	O
Noisy environments.	C
Hazardous conditions.	O
Poor ventilation.	N
Small and/or enclosed spaces.	O

Physical Demands <i>Check only one</i>	Frequency
Sedentary work that primarily involves sitting/standing.	O
Light work that includes moving objects up to 20 pounds.	O
Medium work that includes moving objects up to 50 pounds.	O
Heavy work that includes moving objects up to 100 pounds or more.	N

Disclaimer:

This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the team member. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

EEO Statement:

J&J Snack Foods Corp. is an equal opportunity employer and prohibits discriminatory employment actions against, and treatment of, employees and applicants for employment based on actual or perceived Federal, State and local laws that prohibit employment discrimination on the basis of race, color, age, national origin, ethnicity, alienage, religion or creed, gender, gender identity, pregnancy, marital status, sexual orientation, citizenship, genetic disposition or characteristics, disability or veteran's status, sex offenses, prior record of arrest or conviction, genetic information or predisposing genetic characteristic, status as a victim or witness of domestic violence, sex offenses or stalking and unemployment status.

The signature below indicates the team member's understanding of the requirements, essential functions, and duties of the position.

Team Member _____ Date _____