

MOUNTAIN VIEW CO-OP

JOB DESCRIPTION

Job Title: Equipment Mechanic

JOB PURPOSE/SUMMARY

This position is responsible for performing duties to repair, troubleshoot, install, and maintain necessary agriculture equipment according to Mountain View Co-op's and industry standards for safety, preventative and scheduled maintenance. All decisions and actions will be consistent with company policy and procedures.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES

- Diagnose problems, replace or repair parts, test and make adjustments.
- Comply with safety regulations and maintain clean and orderly work areas.
- Conducts machine setup, troubleshooting, repairs and preventive maintenance service.
- Detect faulty operations, defective material and report those and any unusual situations to proper supervision.
- Performs mechanical repairs including, but not limited to, mechanical, electrical, pneumatic and hydraulic troubleshooting and repair of packaging and production machines.
- Perform regular preventive maintenance on machines, equipment and plant facilities.
- Adjust, repair, and service farm machinery and notify supervisors when machinery malfunctions.
- Perform simple machinist duties and responsibilities.
- Prepares and sets up machinery for scheduled production runs.
- Provides emergency/unscheduled repairs of production equipment during production and performs scheduled maintenance repairs of equipment during machine service.
- Reads and interprets equipment manuals and work orders to perform required maintenance and service.
- Use a variety of hand and power tools, electric meters and material handling equipment in performing duties.
- Observe and listen to machinery operation to detect equipment malfunctions.
- Manipulate controls to set, activate, and adjust mechanisms on machinery.
- Drive trucks to haul crops, supplies, or tools.

Customer Service

- Interact with employees in person and on the phone.
- Take maintenance requests and schedule necessary repair/maintenance work.
- Provide equipment information requested by staff or obtain information and respond at a later date if necessary.

Administrative Responsibilities

- Monitor the completion of daily truck inspections and correction of any deficiencies.
- Monitor compliance with all government regulations as specified by MVC.

Other Areas of Responsibility

- Responsible for compliance with the safety policy as outlined in the Employee Handbook.
- Attend training sessions as they relate to this position.
- Complete any and all tasks assigned by department manager or other supervisor, whether in the assigned division or another division of MVC.
- Comply with company policy at all times
- Perform all other duties as assigned or needed.

QUALIFICATIONS/REQUIREMENTS

Minimum Education: Requires a high school diploma/GED and/or completion of a craft apprenticeship, or an equivalent number of years of education and production maintenance experience. Requires a valid Commercial Driver’s License.

Knowledge/Skills/Abilities: Knowledge of equipment operation and maintenance, knowledge of tools, materials, methods and practices used in equipment maintenance, operations of power and manual tools, operation of light and heavy equipment, have the ability to operate a front end loader and forklift.

Other qualifications: Be a team player with a positive attitude and a willingness to do whatever is required to meet the goals of the team

MENTAL AND PHYSICAL DEMANDS

Sitting	8%	Reaching	Some
Standing	27%	Manual Dexterity	Frequent
Walking	65%	Telephone	Some
Kneeling	Some	Computer Screen	Some
Bending	Some	Lifting	70 lbs

The above statements are intended to describe the general nature and level of work being performed They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel as classified.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Human Resources: _____

Date: _____