POSITION DESCRIPTION

POSITION TITLE: Warehouse Maintenance Technician **FLSA Status:** Non-Exempt
DEPARTMENT: Supply Chain

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Warehouse Manager
POSITIONS SUPERVISED: None

POSITION PURPOSE

The Maintenance Technician will assist with production and maintenance in the Monroe Distribution Center. Responsibilities will specifically be focused on repairing and maintaining machinery and mechanical equipment. The Maintenance Technician also contributes to a positive team atmosphere and applies safety guidelines in a fair and consistent manner.

POSITION QUALIFICATIONS AND JOB DUTIES

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. High school diploma and/or equivalent work experience
2. 2+ years of maintenance experience within a warehouse or manufacturing facility
3. Experience in warehouse operations a plus
4. Strong knowledge of mechanical, electrical, and HVAC systems
5. Must be able to work independently and in a physically demanding environment
6. Self-motivated with excellent time management skills
7. Demonstrates effective verbal and written communication, organizational, and analytical skills with strong attention to detail

JOB DUTIES:

1. Work in a hands-on capacity with staff on manufacturing equipment.
2. Serve as a back-up resource during times of short staffing.
3. Troubleshoot issues with electrical and/or electronic components up to 480v.
4. Demonstrate a hands-on problem-solving approach.
5. Identify and correct equipment problems by performing standard trouble-shooting techniques and perform scheduled maintenance using hand, power, and specialty tools as necessary.
6. Repair or replace defective parts and operate warehouse machinery as needed.
7. Observe mechanical devices in operation and locate causes of trouble.
8. Able and willing to work necessary hours to meet all project deadlines; travel when necessary.
9. Contributes to the development and continual improvement of the SHEQ Management System(s).
10. Other Duties – Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

CORE COMPETENCIES

1. Professionalism – Upholds organizational values, demonstrates sound business ethics, works with integrity and ethically in all situations, and treats others with respect and consideration at all times regardless of their status or position. Accepts responsibility for actions, reacts well under pressure, follows through on commitments, and demonstrates consistency between words and actions.
2. Diligence – Perseveres in accomplishing tasks or objectives and maintains a sense of urgency about getting results.
3. Active Communications (Verbal, Written, Listening Skills) – Clearly expresses ideas, information, and concerns both verbally and in written format in both positive and negative situations. Actively listens, offers full attention when others speak, gives verbal and nonverbal cues of interest, asks questions for clarification, and paraphrases to ensure understanding. Actively seeks and disseminates information from and to a variety of sources, accepts responsibility for ensuring that people have the current and accurate information needed for success, and asks questions to open channels of communication. Demonstrates group presentation skills, presents information and numerical data effectively, and actively participates in meetings.
4. Attention to Detail – Completes work in a thorough and complete manner, provides detailed information, and tracks details at all times.
5. Composure – Maintains emotional control even under ambiguous or stressful circumstances, including unrealistic expectations, pressing time demands, frustrations, or interpersonal conflict. Demonstrates emotions appropriate to the situation, focuses on solving conflict, and continues performing steadily and effectively.
6. Responsiveness – Takes action to meet the needs of others, responds timely without supervision, and minimizes delays.
7. Productivity – Meets or exceeds productivity standards, completes work in timely manner, and strives to increase productivity.
8. Problem Solving & Decision Making – Able to identify problems, solve them, and show good judgment by isolating causes from symptoms, gathering information from a variety of sources, compiling information and solutions, involving others as appropriate, readily committing to action, and making decisions that reflect sound judgment in a timely manner. Able to identify and choose between multiple options, work well in-group problem solving situations, understand consequences of potential decisions, and support and explain reasoning for decisions.
9. Develop Relationships – Builds and maintains relationships that incorporate cooperation, trust, and respect by devoting the appropriate time and energy to facilitate business transactions.
10. Safety – Ensures a safe working environment for employees by providing training, enforcing safety policies and procedures, following safety policies and procedures under all circumstances, and reporting potentially unsafe conditions.
11. Results Oriented – Maintains an appropriate focus on short- and long-term goals, outcomes, and accomplishments, conveys a sense of urgency to make things happen, and displays a sense of urgency about getting results. Motivated by achievement and persists until the goal is reached.
12. Technical Expertise – Maintains the minimum knowledge and skills required for the position, assesses strengths and weaknesses, pursues training and development opportunities to continuously build skills, and serves as a resource for the organization.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

1. Must be able to remain in a stationary position 25% of the time.
2. Must be able to bend, climb stairs, and continuously stand or walk 75% of the time.
3. Must be able to physically run all manufacturing equipment and machines within the plant.
4. Must be able to position self to reach all areas of machine, including under and above (requires bending, squatting, crawling, climbing, reaching).
5. Must be able to lift and carry 15-25 pounds and frequently move equipment weighing up to 50 pounds.
6. Requires the use of hands for grasping and fine manipulations
7. Must be able to communicate effectively by listening and in both written and verbal forms.
8. Must be comfortable entering and working in confined spaces.

WORK ENVIRONMENT

1. Generally, works in a warehouse environment but is also required to perform job duties in a typical office setting.
2. This position regularly requires large amounts of time to be spent using warehouse equipment, which generally entails regular and repetitive motions along with exposure to loud noises. All safety procedures should be adhered to in these situations.
3. This position also requires some amount of time to be spent using computer equipment, which entails regular and repetitive motions.
4. Will regularly be exposed to fumes, airborne particles, or chemicals. All safety procedures should be adhered to in each of these situations.
5. Subject to working near moving parts of heavy machinery and high voltage equipment where use of appropriate safety equipment is required.
6. Work includes indoors and outdoors environment during possible adverse weather conditions.

SIGNATURES

This job description has been approved by all levels of management.

Manager Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____ Date: _____

Bona US is an at-will employer. Therefore, both the employee and the employer retain the option of ending the employment relationship with the Company at any time, with or without notice or cause. Neither this document nor any other oral or written representations may be considered a contract for any specific period of time.