

Central California Almond Growers Association

INCUMBENT

OPEN

Position Title: Shellerman – Level III

Department: Production

Classification: Non-Exempt

Approved By: Bob Donnelly

REPORTING RELATIONSHIPS

Position Reports To: Plant Supervisor

Positions Supervised: None

SUMMARY

Repairs and maintains machinery and mechanical equipment such as motors, conveyor systems, and production machines and equipment by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for quality, production and production information reporting.

Responsible for line equipment and working area sanitation.

Inspects to see that all product is entered and labeled properly.

Observes mechanical devices in operation and listens to their sounds to locate causes of trouble.

Repair and maintain the machinery, which includes 8 hours/5 days a week during off season and 12 hours/7 days a week during season.

Dismantles devices to gain access to the device to repair or replace defective parts.

Examines form and texture of parts to detect imperfections.

Inspects used parts to determine changes in dimensional requirements.

Adjusts functional parts of devices and control instruments.

Installs special functional and structural parts in devices.

Lubricates and cleans parts.

Starts devices to test their performance.

Fill out daily equipment check-off list.

Initiates purchase order for parts and machines.

Repairs electrical equipment.

Assist in keeping the working area clean and organized.

Know and understand IIPP, GP, Lockout-Tagout, MSDS and Hazardous Materials manuals.

Other duties as assigned.

COMPETENCY

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner.

Customer Service - Responds to requests for service and assistance; Meets commitments.

Oral Communication - Listens and gets clarification; Responds well to questions.

Cost Consciousness - Conserves organizational resources.

Organizational Support - Follows policies and procedures.

Motivation - Demonstrates persistence and overcomes obstacles.

Planning/Organizing - Uses time efficiently.

Professionalism - Reacts well under pressure; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.

Quantity - Completes work in timely manner.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction.

Initiative - Volunteers readily.

QUALIFICATIONS

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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

High school diploma or general education degree (GED); or six months to 1 year related experience and/or training; or equivalent combination of education and experience.

Computer Skills

None

Certificates, Licenses, Registrations

None

Other Skills and Abilities

None

Other Qualifications

Able to diagnose problems quickly
Mechanical ability

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, and climb or balance. The employee is occasionally required to sit and

stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and vibration. The employee is frequently exposed to outside weather conditions and risk of electrical shock. The noise level in the work environment is usually loud.
