



Food Bank RGV

JOB DESCRIPTION

JOB TITLE:	Warehouse Maintenance Specialist	DATE:	November 2019
DEPARTMENT:	30 Operations	WRITTEN BY:	Charles Ellisor
CLASSIFICATION:	Exempt	REVIEWED BY:	Stuart Haniff
POSITION/HOURS:	Full Time *Some Weekends		

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Safety & Compliance Manager

POSITIONS SUPERVISED: None

JOB SUMMARY

Performs highly complex (senior-level) construction, restoration, renovation, and maintenance work. Work involves building repair, renovation, restoration, and alteration for the designated trade skill. May serve as a lead worker providing direction to others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Coordinates building construction, repair, renovation, or restoration projects.
- Performs maintenance, construction, repair or inspection work on mechanical equipment.
- Inspects structures, evaluates work to be performed, and determines the best method for performing maintenance and repair work.
- Ensures compliance with OSHA, federal, state and local regulations.
- Inspects equipment, machinery, systems, and building accessories and appliances to ensure proper maintenance and repair.
- Examines and interprets drawings, diagrams, and blueprints.
- Requisitions materials and equipment, maintains records of materials used, calculates material and labor costs, and orders parts and supplies to complete work orders.
- Operates and maintains motorized vehicles and equipment.
- Maintain an inventory document of all owned powered equipment.
- Service and repair all bin storage racks, including annual bolt torque routines to maintain safe operation.
- Regularly inspect all power outlets, power cords, extension cords and other external power systems for damage.
- Perform or direct the repair and maintenance of the building floors.
- Assists licensed electricians in the maintenance and repair of electrical equipment and circuits.
- Assists licensed plumbers in the installation, maintenance, and repair work of plumbing systems and components.
- Assists with heating, ventilation, and air conditioning mechanic work.
- May perform workshop operations to fabricate specialized items needed for project work or to refinish furniture, doors, and paneling.
- May perform welding, brazing, or soldering operations to reconstruct or fabricate metal work.
- Complies with all health regulations and other laws that govern food handling.
- May serve as a lead worker providing direction to others.
- Performs related work as assigned.

QUALIFICATIONS

- Bilingual English/Spanish.
- Ability to train others in various procedures.
- Knowledge of or experience in the operation and maintenance of warehouse equipment.
- Ability to politely be firm and decisive.
- Good judgment and discretion.
- Ability to work cooperatively with other staff and volunteers.
- Ability to manage time efficiently and to work independently with minimum supervision.
- Knowledge of correct way to lift heavy items and physical ability to do so.
- Orientation to detail, accuracy, and the meeting of deadlines.
- Ability to present a professional demeanor under a variety of conditions.
- Possession of current Texas Class C driver's license and a clean driving record for at least three years prior to employment.
- Ability to understand and follow instructions without direct supervision.

EDUCATION/CERTIFICATION Graduation from a standard senior high school or equivalent, supplemented by vocational training in a designated trade, is generally preferred with at least 5 years of previous experience in construction, maintenance, and repair work. Food Safety and USDA Regulatory requirements. Appropriate electrical, environmental or occupational licenses preferred.

SKILLS/ABILITIES: Knowledge of the construction, repair, maintenance, and operation of buildings, equipment, and utility systems; of building materials; and of welding procedures and techniques. Skill in equipment and electronic maintenance, in selecting appropriate tools and equipment, and in troubleshooting situations to determine appropriate actions to resolve problems. Ability to organize preventive maintenance programs; to apply proper methods, techniques, and procedures in the maintenance and repair of buildings and equipment; to interpret drawings, diagrams, and blueprints; to communicate effectively; and to serve as a lead worker providing direction to others.

Attentive to detail.
Able to coordinate well with other departments and personnel.
Ability to operate computer, copier and other business equipment.

ADDITIONAL REQUIREMENTS OF THIS POSITION

REPETITIVE MOTIONS: Movements frequently and regularly required using the wrists, hands, and fingers.

PHYSICAL STRENGTH: Heavy work; exerts up to 50 lbs. of force occasionally, and/or up to 15 lbs. frequently, and 5 lbs. constantly.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature (Employee has received a copy of Job Description): _____

Employee Name (Print): _____

Date: _____