



Position Description

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| 1. Position Title: | Millwright/Maintenance Technician |
| 2. This position reports directly to: | Warehouse Manager/Production Manager |
| 3. Full Time Position: | Yes |
| 4. Eligible for Overtime: | Yes |
| 5. Exempt or Non-exempt position: | Non-exempt |
| 6. Wage: | Depends upon technical skill and experience |

Summary: Manages the Technical Maintenance Matters, performs a variety of routine skilled maintenance activities for Down To Earth Distributors properties; Ensures that facilities are available for use and consistently maintained in a safe condition. Areas of responsibility include, but are not limited to, carpentry, painting, plumbing, vehicle and mechanical repairs. Operates a variety of maintenance tools and equipment; and performs related work as required.

Essential Functions of the Job:

- Take the lead in keeping Down to Earth equipment running. Implement maintenance initiatives to prevent costly repairs and extend machinery life, while inspecting and troubleshooting equipment to minimize downtime, reduce operational costs and ensure seamless production.
- Install, troubleshoot, maintain and repair mechanical equipment in a production environment such as conveyors, motors, drives, bearings, compressors and dust collection systems.
- Carries out work in a structured manner by listing all work activities on a structured log that both Warehouse Manager/Production Manager to view at all times.
- Performs routine maintenance and repairs for Down To Earth Fertilizer Production equipment and ventilation systems.
- Conducts routine inspections and maintenance of heating, electrical, and air conditioning equipment; replaces filters; identifies and reports more complex maintenance needs to supervisor.
- Supervises external contractors in cases where specific specialized skills have been approved and are required.
- Welding, plumbing and some electrical experience.
- Follows safe working practices and makes appropriate use of related safety equipment as required.
- Monitors inventory, orders supplies, and maintains purchase records within authorized budget.
- Maintains records and logs of daily activities.
- Performs related duties, as assigned.



7. **Work Location:** Down To Earth Distributors, Inc. - Warehouse Location - 3030 Judkins Rd., Eugene, Oregon. Work will also be performed occasionally at the Down To Earth Home, Garden & Gift retail store located at 532 Olive Street, Eugene, Oregon.
8. **Work Schedule:** Regular work schedule may vary, and work may reflect Fertilizer Production schedules working M-F. Production schedules may vary and include shifts. The normal work day is 8 hours with a 30-minute unpaid lunch period and two 15-minute paid breaks. During busy periods, and unforeseen circumstances, pre-approved mandatory overtime may be required, including weekends and evenings.
9. **Working Conditions:** This is a physical job and the Millwright/Maintenance Technician should be in good physical condition. The job requires good mobility and standing and moving for the entire shift. Physical exertion will require bending and lifting objects of 50 pounds. This job also requires operating manual and hydraulic material handling equipment including a forklift; training on required material-handling machinery will be provided by Down To Earth instructors.
10. **Environmental Conditions of the Position:** Work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Exposure to chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.
11. **Qualifications:**

Education and Experience:

- High School Diploma or GED;
- Ten (10) years of relevant work experience.
- Any combination of training, education, and experience that would provide the required knowledge, skills and abilities.

Knowledge of:

- Strong technical understanding and problem-solving skill are essential.
- Methods and techniques used in the operation, repair, and maintenance of facilities and equipment.
- Detailed knowledge of a variety of tools and equipment, e.g. tape measure, hand tools, welding unit, torches, saws, pneumatic tools.
- Occupational hazards and standard safety practices.
- Principles and practices of record-keeping.
- Principles and practices for providing high level of customer service.
- Modern office practices, methods, and computer equipment and applications.



Ability to:

- Perform semi-skilled facility maintenance.
- Safely and effectively use, operate, and maintain equipment and tools.
- Perform heavy manual labor.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Maintain records and files on work performed.
- Use English effectively to communicate in person, over the telephone, and in writing.

Licenses and Certifications:

- At time of appointment, Oregon Driver's License with a satisfactory driving record maintained throughout employment.
- Welding certification (e.g. GTAW, GMAW, SMAW) would be a strong advantage

Acknowledgements

I have read and understand this job description and understand my responsibilities.

I understand how important customer service is to Down To Earth Distributors, Inc. and the vital role I play in maintaining good customer service.

Employee's Name (Print)

Employee's Signature

Date

I have reviewed this job description with this employee and clarified and answered any and all questions. This job description is an accurate description of this position as it is being worked today.

Supervisor's Name (Print)

Supervisor's Signature

Date