



**JOB TITLE: Maintenance Manager**

**LOCATION: Orange Cove (Plant 1 and/or Plant 2)**

**CLASSIFICATION: Exempt**

**REPORTS TO: VP of Operations**

**POSITION SUMMARY:**

Directly responsible for leading the operation of the maintenance department as well as managing and developing maintenance technicians for our packing facilities located in the Orange Cove area.

Job duties include the planning, organization and execution of the pack facility maintenance as well as the management and coordinating the refrigeration activities of two maintenance departments in separate facilities located in the Orange Cove area.

While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and extreme cold. The noise level in the work environment is usually moderate.

This job description is intended to describe the general nature of the work-performed in this role. It is not exhaustive of all the job's responsibilities.

This position's basic purpose is to use all available resources to support Booth Ranches' continuous growth and financial success and this role will be utilized to set excellent Maintenance procedures that meet the standards of Booth Ranches LLC.

**ESSENTIAL DUTIES AND RESPONSABILITIES:**

**I Planning:**

Monitor and maintain both short-term and long-term maintenance schedules starting with daily checklists and extending to multi-year schedules including major overhauls

Implementing a parts inventory system

Develop a personnel educational program on the use and knowledge of all equipment and resources while maintaining compliance with all regulatory Federal and State entities and established policies and procedures to ensure a clean and safe work environment

Ability to work and communicate with other departments as well with department leaders

Workdays are set from Monday thru Saturday but expect the schedule to vary depending on the season

## **II Organize:**

Set up and perform Preventative Maintenance activities

Assist technicians with coordination of building access and obtaining proper equipment/materials as needed

Sourcing and purchase of needed equipment and parts for repairs

Troubleshoot, repair, maintain and calibrate equipment

Administrative activities including policy administration, training and development, recordkeeping, reports, etc

## **III Manage:**

All plant maintenance employees and projects

Investigate and Report accidents or injuries and prepare reports of findings in order to communicate with HR

Comply with all employee safety, food safety and regulatory standards

Create and assign work schedules for the maintenance team and ensure work is completed on time

Build and Develop working relationships with Contractors/vendors in the installation and/or repair of existing equipment

Corrective action items developed from all audits are completed

Shop activities

Work for accuracy and completion

Safety checks, quality checks and other supervisory tasks as needed

Booth Ranches safety programs well as the use of required safety equipment

## **EDUCATION/EXPERIENCE:**

Must be at least 18 years old.

Bachelor degree or five+ year's experience in produce production/fabrication operations

Bilingual (English /Spanish) Preferred

## **REQUIRED KNOWLEDGE/SKILLS/ABILITIES:**

Possess complete working knowledge to operate, diagnose, change over, repair and maintain all production related equipment in a safe and efficient condition

Advanced knowledge of steel and stainless steel cutting and welding, wire feed, Arc and brazing and plasma cutting

Ability to read blueprints and fabricate metal parts and structures

Advanced knowledge of Single and 3 phase electricity motors

Able to diagnose and repair electrical, pneumatic, hydraulic and automated conveyance systems  
Proficient in Windows based computer software and systems as well as Microsoft Office (Outlook, Word, Excel)  
Ability to work well in a team-based environment with limited supervision  
Must be able to maintain a calm demeanor in high stress situations  
Excellent attention to detail  
Good time management skills  
Able to maintain confidentiality  
Work well in a team environment  
Willing to work flexible shifts, weekends, holidays, and extended hours  
Other duties and responsibilities as Operations evolves

**WORK ENVIRONMENT/PHYSICAL SKILLS/ABILITIES:**

The work environment and 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.

Casual environment within packing house/cold storage facility.

Must be able to fulfill essential duties and responsibilities of the position in a constant state of alertness and safe manner.

Often standing for prolonged periods of time.

Requires manual dexterity of hands to finger, handle, feel or grasp, feel objects, tools, or controls; reach with hands and arms; climb or balance; kneel, crouch, or crawl; talk or hear; and taste or smell.

Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Ability to lift and/or move up to 80 pounds without undue physical exertion and ability to stoop, reach, walk and other physical activities associated with packing house environments.

*Booth Ranches LLC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

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Received and Acknowledged by:

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Date: