



JOB DESCRIPTION

Job Title: DC MAINTENANCE

Department: Distribution Center

Location: Distribution Center

JOB SUMMARY AND PURPOSE

The DC Maintenance Repairs and maintains all equipment functions at all distribution facilities as assigned.

WORKING RELATIONSHIPS

Reports to the DC Facility Leader. Works closely with all distribution center management and staff and outside repair and maintenance vendors.

DUTIES AND RESPONSIBILITIES

- ★ Repairs as assigned to all distribution centers and equipment.
- ★ Coordinates outside vendors as instructed.
- ★ Maintains facility physical plans and records.
- ★ Maintains required reports for management as necessary.
- ★ Completes required tasks in accordance with accepted company policy and procedures.
- ★ Completes required tasks in accordance with federal, state, and local laws and ordinances.
- ★ Provides training, when necessary, in the safe operation of facility equipment.
- ★ Ensures compliance with all state and federal safety requirements in and around the facility.

QUALIFICATIONS AND EXPERIENCE

- ★ High School diploma or GED equivalent is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- ★ Excellence communication skills
- ★ Degree or demonstrated experience in facility management
- ★ Display a mechanical aptitude
- ★ Carpentry skills Ability to operate computers in Windows based environment
- ★ Proven track record of reliability and dependability
- ★ Ability to learn and expand overall knowledge of conveyor systems
- ★ Must be willing to work overtime as required

SUPERVISION

This position does not have supervision.

COMPETENCIES

- ★ **Product Focus** – The ability to maintain direction and stay on target with the goals and project at hand to enhance the customer experience with our products and services
- ★ **Action Oriented** – Enjoy working hard and enthusiastically take on new challenges. Focus on solutions—not problems.
- ★ **Functional/Technical Skills** – Accomplish a job with complete technical and functional knowledge and skills.
- ★ **Initiative** – Identifies what needs to be done and takes action before being asked, when the situation requires it. Takes prompt action to accomplish objectives and achieve goals beyond what is required.
- ★ **Decision Quality** – Make correct decisions based on analysis, experience, and judgment.
- ★ **Drive for Results** – Push themselves and others consistently to meet or exceed goals.

- ★ **Managing and Measuring** – Assign responsibility and set clear, measurable objectives.
- ★ **Quantity of Output of Work** – The amount of work produced by this person or group is amazing. No matter how high the production or output goals are set, more is produced than expected in all areas. Almost always number one in productivity.
- ★ **Customer Focus** – Makes customers and their needs a primary focus of one's actions.
- ★ **Ethics and Values** – Adhere to appropriate core values and beliefs during good and bad times. Act in line with those values.
- ★ **Peer Relations** – Find common ground and solve problems in a balanced manner that gains the trust and support of peers.
- ★ **Approachability** – Build rapport and put others at ease. Easy to talk to. Listen.

PERFORMANCE MEASURES

- ★ Corrective and preventative maintenance
- ★ Quality of work Workplace safety
- ★ Cost control

DISCLAIMER

This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Justification for information provided in the job description may be requested. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.

All requirements are subject to possible modification in order to provide a reasonable accommodation to individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or the public