

# **Edlund Company LLC.**

## **Job Description**

**Job Title:** Master Electrician / Maintenance Technician  
**Department:** Maintenance  
**Reports To:** Director of Facilities Operations  
**FLSA Status:** Exempt

Edlund Company, an OEM manufacturer of commercial restaurant equipment is committed to providing cost-effective solutions, outstanding quality, and value-added equipment that meets the ever-changing needs in the global foodservice marketplace.

### **SUMMARY**

Master Electrician working in conjunction with the Total Preventative Maintenance (TPM) team in maintaining and repairing facilities and equipment in order to contribute to overall business objectives related to quality, safety, customer satisfaction and profitability for our customer, stakeholders, employees and community.

Manages essential regulatory obligations and is responsible for critical roles related to building maintenance, utility upgrades, permitting and licensing as it relates to manufacturing processes in the organization.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for managing and directing the projects related to maintenance and improvement of the facility and warehouse buildings and grounds.
- Responsible for teaching problem solving skills to maintenance and production team members in support of employee involvement initiatives and in alignment with business goals and objectives.
- Directs employees engaged in maintaining and repairing machinery and equipment.
- Directs employees providing for internal infrastructure requirements such as water, light, heat, air and power.
- Functions as liaison with utility companies, municipal water department, city officials, and building and trades inspectors and professional engineers.
- Requisitions tools, materials, equipment, and supplies related to building and grounds maintenance and MRO items.
- Assists in managing service contracts related to building & grounds maintenance, custodial services, security and alarm systems.
- Oversight of training and apprenticeship programs for maintenance and trade personnel.
- Manages maintenance supply expense budget, in addition to maintenance labor and overtime expenses.
- Interprets company policies to employees and enforces safety regulations.
- Establishes or adjusts work priorities to meet production schedules.
- Suggests changes in working conditions and use of equipment to increase efficiency of work crew.
- Provides information and assistance to other supervisors in the routine maintenance of machinery in their departments.
- Analyzes and resolves work problems or assists employees in solving work problems.
- Initiates or suggests plans to motivate employees to achieve work goals.
- Confers with other supervisors to coordinate maintenance and production activities.

### **SUPERVISORY RESPONSIBILITIES**

None – Desire to become team lead or supervisor of the Maintenance Team.

### **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 and/or EXPERIENCE**

Master Electrician and four to seven years related experience and/or training; or equivalent combination of education and experience.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Master Electricians License is a must.
- Ability of obtaining wastewater operator license within 24 months of hire date.

## **REQUIRED COMPETENCIES AND APITUDES:**

- Excellent project and time management skills.
- Excellent organizational and customer service skills.
- Ability to positively and comfortably handle and prioritize multiple tasks in a fast-paced environment with focused attention to detail.
- Self-motivated positive team player with ability to interact with individuals at all levels.
- Ability to make independent decisions in accordance with company policy.
- Strong analytical skills and the ability to propose positive business solutions to problems.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations.
- Ability to clearly and concisely report data via spreadsheets.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to keep accurate records.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to read and interpret manufacturing drawings, electrical schematics, bills of materials and work instructions.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **TECHNICAL SKILLS:**

- Proficiency in Microsoft Office, especially Excel, Word and Outlook.
- IQMS and other analysis tools to solve problems, analyze trends, manage programs.
- Capable of utilizing program management software and work order software to effectively manage preventative maintenance workflows.

## **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.

- Occasionally required to sit type; use hands to finger, handle, or feel; and reach with hands and arms (67% - 100% of the workday).
- Frequently required to stand, walk, talk and hear.
- Occasionally must lift and/or move up to 50 pounds.
- Specific vision required includes close, peripheral, and distance vision, as well as color vision and depth perception.
- Ability to adjust focus.

- Frequently exposed to moving mechanical parts.
- Occasionally exposed to toxic or caustic chemicals and risk of electrical shock.
- Occasionally exposed to wet and/or humid conditions as well as outside weather conditions.
- The noise level in the work environment is usually loud.