Maintenance Technician

Department: Production
Classification: Full-time, Hourly, Non-Exempt
Reports To: Maintenance Supervisor, Facilities Manager

ALL ABOUT LAKE CHAMPLAIN CHOCOLATES

Born from a dare to do better, we at Lake Champlain Chocolates are driven by our passion to change the world one delicious piece of chocolate at a time. Since the first truffles we made in 1983 to our Five Star Bars® rolling off the line today, our goal has always been about combining creativity and craftsmanship, while sourcing only the best ingredients to create premium chocolate that is truly unforgettable. We infuse passion, integrity, and an unrivaled commitment to community in everything we do to make the world a better and more joyful place. Every employee's contributions make our company what it is today: a warm, welcoming, inclusive and successful certified B Corporation® committed to being a force for social and environmental good. We are committed to making a positive impact on our local and global communities through the choices we make sourcing materials and while operating our facilities and stores. Our community of employees work hard, care about each other, care about the integrity of our products, and share a passion for delicious confections.

POSITION PURPOSE – WHAT YOU WILL DO

As a Maintenance Technician with Lake Champlain Chocolates, you'll be responsible for the prompt repair and ongoing maintenance of facilities, equipment, and company vehicles. This involves identifying, monitoring, and troubleshooting problems as they arise. You'll carefully keep records of work performed and complete maintenance history logs. You'll be contributing to maintenance organization efforts to reduce MTTR and increase MTTF. You will order supplies and parts as needed.

THE WHEN AND WHERE

Your regular schedule will be full-time at 40 hours each week in our clean, vibrant factory space in Williston, Vermont. Your work also requires travel to our other locations. Overtime & some weekend hours may be required for emergency situations.

YOUR RESPONSIBILITIES AND CONTRIBUTIONS

EQUIPMENT, FACILITY, AND VEHICLE MAINTENANCE

- Monitors equipment and performs troubleshooting for problems and breakdowns.
- Maintains and repairs facilities including basic plumbing and electrical systems.
- Provides recommendations to repair or replace poorly functioning equipment.
- Repairs and maintains equipment, as needed, in accordance with established standards, policies, and procedures.
- Advises Maintenance Supervisor to efficiently prioritize repair schedule to ensure an uninterrupted production schedule.
- Conducts regular facilities inspections.

ADMINISTRATION

- Keeps records of all work performed and updates maintenance history logs.
- Assists in developing a preventive maintenance schedule.
- Ensures that an adequate inventory of necessary spare parts and materials is maintained.

COORDINATION

- Assists personnel as needed. Communicates regularly with personnel to ensure that repairs and maintenance needs are met and coordinated with production schedules.
- Keeps management informed of areas activities and of significant concerns. Reports major concerns or significant problems.
- Completes related paperwork and records.
- Attends meetings as required.
- Assumes responsibility for related duties as required or assigned.
- Assists in moving materials, supplies, and equipment as needed.
- Performs building maintenance functions as needed.
- Ensures that work area is clean, secure, and well maintained.
- Re-keys locks.

SUCCESS FACTORS FOR THIS ROLE

- Maintenance & mechanical problems are promptly identified & resolved with minimal disruption to production schedules.
- Preventive maintenance is performed according to schedule.
- Accurate records and logs are maintained. Equipment is appropriately controlled and accounted for.
- Repair costs are minimized, and budgetary guidelines met.
- Maintenance and repair functions are effectively completed in accordance with established quality and safety standards and Company policies.
- Good communication and coordination are maintained with operations personnel and management. Assistance and support are provided as needed. Management is appropriately informed.

WORK ENVIRONMENT

- Must be able to work at a desk and use all job-related computer hardware and software.
- Must be able to exert up to 50 lbs. of force occasionally, 30 lbs. frequently, and 10 lbs. constantly.
- Understand that worker and food safety is the responsibility of every employee and always work in a safe manner.
- Exemplify company values and look for ways to reduce, reuse and recycle.
- Strive to continually improve our processes and reduce our environmental impact.
- Be positive, cooperative, and professional with all employees, consumers, and vendors.
- Ability to follow directions and ask clarifying questions when unclear in order to master your role.

WHAT LCC OFFERS – OUR CULTURE

- An inclusive workplace where diversity is championed
- Excellent health, dental, vision and 401K plans
- Generous accrued paid time off
- Competitive compensation with eligibility for pay increases
- Wellness benefits such as chair massages, monthly healthy snacks, and our employee recognition program
- Sweet chocolate perks!

As a community, we expect and encourage our employees to make positive contributions to the Lake Champlain Chocolates' culture by aligning personal behaviors with the company's vision, mission, and core values. We consistently AMAZE our customers; VALUE and encourage team member excellence and well-being; CARE for our community and environment; and GROW through innovative leadership, planning and execution. We respect individual initiative and creativity, demand attention to detail, and strive for the highest measures of quality in all that we do. It is through dedication to this vision that Lake Champlain Chocolates can become the gold standard of gourmet chocolate.

QUALIFICATIONS

EDUCATION AND KNOWLEDGE REQUIRED:
High School graduate or equivalent; at least one year of related mechanical and electronics training; a driver's license; the ability to interpret blueprints and technical reference manuals; knowledge of production functions, equipment operation, and maintenance procedures; at least two years of on-the-job experience with electronics and mechanical equipment

PLUSSES:
Machining and fabrication experience

KEY SKILLS AND ABILITIES:

- Must become familiar with and follow all company and handbook policies and procedures.
- Enthusiastic, pleasant, and positive personality.
- Honest with a high degree of integrity and able to use tact and maintain information confidentiality.
- Able to give, receive, and act on feedback.
- Able to work well with and support others and to build and maintain positive employee relations.
- Well-organized, accurate, and strong attention to detail.
- Effective speaking, presentation, and written communication skills.
- Proficiency in copier, computer, telephone, and other basic office equipment.

In accordance with the American with Disabilities act, requirements may be modified to reasonably accommodate disabled individuals. 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.