



## Preventative Maintenance Coordinator

This newly created position will ensure quality infant formula products are manufactured in Nature's One new state-of-the-art facility.

The successful candidate for this position will possess the following skills:

- Ability to multitask in a fast-paced production environment.
- Ability to prioritize with little supervision.
- Possess excellent attention to detail and follow through.
- Customer service oriented.
- Excellent communication a documentation practice
- Organized mind set and habits.
- Excellent computer skills.
- Understanding of CGMP requirements.

The successful candidate may expand their role based on mechanical and electrical knowledge attained as part of the team.

### Duties and Responsibilities

- Is passionate about protecting infants.
- Takes responsibility to protect vulnerable consumers and is always deeply serious without exception.
- Maintains personal and facility high hygiene without exception.
- Team Player.
- **REPEAT: READ FIRST FOUR BULLET POINTS AGAIN!**

This role will be responsible for several areas related to the Maintenance organization.

This position will be responsible for but not limited to the following tasks:

- Collection of critical information from equipment and tooling and data entry of that information.
- Asset tracking and data entry duties working in close coordination with Corporate Accounting.
- Generation of new PM's through data entry into an MRO system when new equipment arrives or when deemed necessary.
- Issuing existing PM's to maintenance and production staff to assure adherence to due dates.
- Assuring PM's are completed, documentation is returned and entered into the MRO system.

- Tracking and reporting of late or missing PM's.
- Issue and track spare parts used in the completion of PM's and Work Orders.
- Inventory tracking and reorder of spare parts.
- Organization, receiving and storage of spare parts.
- Work with outside vendors to secure spare parts and stock inventory while maintaining confidentiality and adhering to budget guidelines.
- Ability to locate and schedule repair vendors when required.
- Handle existing PM' service contracts by scheduling work and assuring the site equipment is available for the work to be completed.
- Responsible for incoming chemicals and lubricants into an FDA regulated facility and assuring proper documentation is retained for that chemical.
- Assuring compliance and approval of new chemicals prior to accepting them into the facility.
- Ordering of chemicals and lubricants when low.
- Assist with shutdown schedules through part acquisitions and scheduling assistance.
- Provide training to the new users of the PM system as needed.
- Run system reports as requested. Be part and assist with compliance audits.
- Other duties as assigned.

## **Core Values and Related Technical Competency**

### **Respect**

- Uses discretion concerning sensitive matters
- Supports organizational decisions
- Admits mistakes and honors commitments

### **Accountability**

- Fulfills commitments made to team members and customers
- Prioritizes/completes tasks to achieve deadlines
- Uses secure email function when discussing company matters, and adheres to the protection of all trade secrets
- Understands the importance of and holds high regards for acceptable attendance

### **Customer Service**

- Develops clear understanding of customer's/team member's needs and goals
- Is conscientious of customer requests and responds within a reasonable time
- Demonstrates pride in Nature's One when interacting with customers

### **Excellence**

- Strives for mistake-free work
- Utilizes new skills/technology to improve work quality and efficiency
- Receptive to feedback; uses feedback to improve performance

## **Related Technical Competency**

- Keeps current with developments/trends in area(s) of expertise
- Effectively applies technical knowledge to solve problems
- Communicate effectively and speaks clearly when working with fellow employees and customers

## **Job Qualifications**

- 5 years Maintenance experience
- Mechanical aptitude
- Mental acumen
- Intricate knowledge of pumps, valves, parts, motors, troubleshooting, and electrical processes
- Understand and enforce all related standard operating procedures (SOP's) without exception and may also be required to assist with the set-up and reviews of department related SOP's.