**Production Equipment Tech – Aurora, OR**

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Maintain, keep up, repair and/or schedule repairs on equipment such as spreaders, power boxes, tenders and fertilizer trailers.
* Report problems or concerns with quality, processes, equipment, materials and labor to the proper person in authority.
* Observe, maintain, coordinate and complete standard work.
* Dispose of trash, replace light bulbs, tighten hardware, clean facilities by sweeping and clean equipment sometimes by power washing.
* Perform tasks related to supplies management specific to facilities and equipment needs, such as monitoring inventory levels, and ordering new supplies as needed and upon approval from the Fertilizer Production Manager.
* Using Cheqroom, maintain an inventory log of equipment and supplies used, borrowed, rented and/or purchased as well as tracking rental agreements of equipment. This includes issuing, processing, collecting, filing, and maintaining rental agreements. Copies of the rental agreements will also be sent to the office.
* As a backup to the shipping and receiving techs, may receive/ship and unload/load freight both manually or with equipment such as forklifts and pallet jacks; check for damaged goods; verify quantity and quality of order.
* As a backup to the dry fertilizer production line, may work on the production line, bagging and/or assisting with the bulk operations team (this can include cleaning out the pits).
* Provide great customer service through various means of communication such as phone calls, emails, and texts. May be responsible for making arrangements for pick up/drop off by customers and assisting the customer, as necessary. Orders may include equipment, fertilizer or both.
* Complete required documentation relating to business or regulatory requirements.
* Maintain a clean and organized work area.
* If needed, participate in work in other departments and perform other duties, as assigned.

**MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

* High school diploma and 5 years of related lead experience specifically in a manufacturing environment, or equivalent combination of education and experience
* Very detailed oriented and self-motivated with strong organizational skills
* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
* Experience with Microsoft Office (Word, Excel, Outlook)
* Ability to communicate effectively through oral and written communications
* Ability to analyze and solve problems
* Ability to work with others collaboratively

**PREFERRED QUALIFICATIONS AND EXPERIENCE**

* Experience leading teams or projects strongly desired
* Manufacturing experience
* Bilingual in Spanish and English (speak, read, write)
* Safety conscious as well as protective over company property and equipment

**LOCATION AND HOURS**

9400 St. Paul Hwy NE

Aurora, OR 97002

This position is full-time, not exempt from overtime. The scheduled shift for this position is: Monday through Friday, 7:00 a.m. – 5:00 p.m., some Saturdays. Overtime is required. During harvest season there will be significantly more hours.

**IN ORDER TO APPLY:**

Resumes must be submitted through this website. No phone calls, please. Applications may be picked up in person and submitted in person at 7746 St Paul Hwy NE, St. Paul, OR 97137.

**DATE POSTED**

March 1, 2021

*Please note: this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time, with or without notice.*