JOB DESCRIPTION – DETAILED

Equipment Maintenance Worker

**What is a Job Description?**

A job description defines the responsibilities, competencies, education, experience, knowledge, and other requirements for success in a position.

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| POSITION | EQUIPMENT MAINTENANCE WORKER |
| Department/Team | [Insert department or team the position belongs to] |
| Supervisor/Manager | [Insert position name of Supervisor/Manager] |
| Location | [Insert location of site] |
| Term of Work | [Insert whether work is seasonal, permanent, full-time, part-time] |

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| **POSITION DESCRIPTION** |

State the nature of the position, why it exists, and how it helps the organization achieve its goal(s).

The equipment maintenance worker maintains farm equipment and tools in safe working condition; inspects equipment, tools, and vehicles to locate potential concerns and takes appropriate actions to complete repairs; maintains inventory of parts and supplies required during production; prepares all agricultural equipment and tools for production and performs follow up procedures; operates farm equipment, tools, and technology during all phases of production.

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| **COMPANY DESCRIPTION** |  |

Describe the nature of your company, its goals, values and mission statement.

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| **MAIN RESPONSIBILITIES** |

List key responsibilities for the position.

**Maintain farm equipment and tools**

* complete regular maintenance
  + Follow company procedures for safe operation
  + Follow maintenance schedule
  + Follow maintenance checklist
  + Record maintenance observations
  + Report safety issues to management
* Maintain equipment and tools
  + Complete pre-use inspection
  + Detect equipment malfunctions
  + Replace parts as needed
  + Report significant problems to management
* Maintain farm vehicles
  + Check oil, fuel, fluid levels and filters
  + Report vehicle concerns and malfunctions to management
* Complete maintenance logs
* Maintain records of service and repairs
* Recommend improvements to procedures for maintaining equipment and tools

**Inspect and repair farm equipment**

* Confer with operators to locate and diagnose malfunctions
* Listen for abnormal noises such as growls, rumbles or whines and interpret source and cause of these noises
* Interpret and analyze results of functional tests and inspections to determine required repair
* Make necessary repairs, as appropriate
* Maintain records of repairs

**Maintain inventory of parts and supplies**

* Keep inventory of supplies needed during production, including
  + filters
  + lubricants

**Prepare agricultural equipment**

* Performs assembly and pre-delivery adjustments on agriculture equipment
  + Selects and uses appropriate equipment such as lifting and power and hand tools according to application
  + Verifies assembly completion by checking parts list and requrested options

**Operate farm equipment and tools**

* Use basic hand or power tools
* Operate machinery and equipment, such as:
  + - fencing tools and equipment
      * electric fencing system
      * post-pounder
      * post hole auger
    - air compressor and accessories
    - feeding and watering equipment
      * portable feed millers/mixers
      * silo unloading equipment
      * silage blowers and auxiliary equipment
      * feed mixers
      * feed trucks
      * water trucks
    - manure handling equipment
      * manure spreader
    - manure storage equipment
    - cattle handling equipment
      * headgates
      * chutes
      * squeezes
      * weigh scales
    - emergency standby generators
    - general farm equipment, such as:
      * trucks with and without equipment in tow
      * tractors with and without attachments (e.g., trailer, mounted implements, loaders)
      * power take off (PTO)
      * forage harvester
      * balers
      * mowers
      * rakes
      * wrappers
      * bale wagon
      * swather
      * combine
      * augers
      * conveyors
      * skid-steers
      * off highway vehicles (OHVs)
      * power vehicles
      * skid-steers
* Use communication technologies (e.g., phones, radios)
* Use computer hardware and software including touch screens, GPS, databases and spreadsheets

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| **COMPETENCIES** |

List the competencies required to perform the position.

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| **FARM EQUIPMENT AND MACHINERY** |

List the tools and equipment used by the position and the frequency of use. Include protective gear or uniforms if required.

* Personal Protective Equipment (PPE)
* Safety equipment

**EQUIPMENT:**

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| Air compressors and accessories | Fencing tools and equipment |
| Animal husbandry equipment | Manure handling equipment |
| Augers | Manure storage equipment |
| Balers | Mowers |
| Bale wagon | Phones |
| Basic hand/shop tools | Power take off (PTO) |
| Cattle handling equipment | Radios |
| Combine | Rakes |
| Conveyors | Skid-steers |
| Computer hardware | Swather |
| Computer software | Tractors and attachments |
| Forage harvester | Trucks and tow equipment |
| Emergency standby generators | Wrappers |
| Feeding and watering equipment |  |

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| **WORKING CONDITIONS** |

List the working conditions related to the job.

* Outdoors under various weather conditions
* Physically demanding

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| **TRAINING/EDUCATION AND WORK EXPERIENCE** |

List any training requirements and the minimum required level of education to perform the position. Include recommendations if applicable. State whether previous work experience is required.

**Training/Education:**

On-the-job training will be provided. Previous training is desirable.

Completion of welding course(s) is an asset.

**EXPERIENCE:**

Previous/extensive relevant farm experience is required.

Previous / extensive experience as a maintenance person in other industry is an asset.

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| **QUALIFICATIONS** |

List certificates, licenses, or other professional designations necessary to perform the position. Include recommendations if applicable.

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| **LANGUAGE** |

List the language(s) requirements for the role, including both oral and written communication.

* English

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| **DRIVER’S LICENSE** |

State the type of license required for the role.

* Driver’s license
* Class I or Class III is an asset

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| **REMUNERATION** |

List the remuneration available for the position.

Hourly wage: $ per hour

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| **BENEFITS** |

List the benefits available for the position.

Benefit package:

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| **OTHER** |

List other requirements of the job.

Provide own transportation