Job Title: Maintenance Assistant Manager
Location: Brooklyn, NY
Department: Maintenance
Reports to: Maintenance Manager
FLSA Status: Exempt
Job Grade: G4

JOB PURPOSE: The Maintenance Assistant Manager is primarily responsible for enforcing stable production by operating the best facilities and maintenance processes; ensuring that the machines are working properly.

ESSENTIAL JOB FUNCTIONS:

1. Troubleshooting
   ● Examine machinery to ensure that it is functioning properly and to check for defects in parts or components
   ● Repair machines if the machines are broken
   ● Assist in the accomplishment of any maintenance required to operate the business safely
   ● Assisting the Maintenance Manager in ensuring that the production facility equipment is readily available for production

2. Facility Management
   ● Establish annual facility proposal and investment plan for department head for review and approval.
   ● Create and implement maintenance procedures and processes to ensure that the facility is running smoothly and efficiently
   ● In accordance with annual investment plan, investigate and report performance on a monthly basis
   ● Assist the Environmental and Safety function in hazardous waste

3. Repair Cost Management
   ● Analyze annual repair cost and assist the Maintenance Manager in making a business plan
   ● Cooperates and collaborates with all staff in determining plant maintenance and repair priorities
Coordinate and arrange outside contractors to come into our plant to fix their machines

4. Other duties
   ● Research and acquire information about new technology developments and facilities
   ● Other duties as assigned by the manager

SUPERVISORY RESPONSIBILITIES: None

REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE:
   ● Bachelor’s degree with at least 2-4 years of experience in maintenance/mechanics
   ● Have some experience with fixing A/C system
   ● Must be able to work in a fast paced environment
   ● Must be detail-oriented, systematic and organized
   ● Must be proactive and possesses solid problem-solving skills
   ● Working knowledge of Microsoft Office Suite such as word, excel and PowerPoint
   ● Must be bilingual in English & Chinese

PREFERRED KNOWLEDGE, SKILLS AND EXPERIENCE:
   ● Electrical/AC License
   ● Experience working in a food manufacturing industry

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.
   ● While performing the duties of this job, the employee is regularly required to stand, sit, walk; talk and hear; use hands and fingers to handle and feel, to operate a computer and telephone keyboard; reach with hands and arms; stoop, kneel, crouch, or crawl.
   ● Light to moderate lifting, and occasional heavy lifting up to 30 pounds is required.
   ● Specific vision abilities required by this job include close vision requirements due to computer work.
   ● Ability to work in a confined area.
   ● Ability to sit at a computer terminal for an extended period of time.
   ● Ability to adjust to significant temperature or noise changes while working on the production floor.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
   ● Indoors; protected from weather conditions but not necessarily from temperature changes, or noise. (A job is considered as “indoors” if the worker spends at least 75% of the work hours indoors.)
● General office setting with moderate noise (i.e. business office with computers, phones and printers, light traffic).
● Production floor in a manufacturing setting with moderate to loud noise (i.e. machinery), and temperature changes (i.e. freezers, steamer).

**JOB DISCLAIMER:** This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

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