

Hilmar Cheese Company, Inc.

Job Description

Position Title: E & I Coordinator

Cost Center: 1201280-HIL Maintenance

Department: Hilmar Operations

Classification: Exempt

Reports to: Maintenance & Facilities Assistant Manager

Supervises: E & I Technicians & E&I Supervisor

Date Revised: 11/05/21 **Date Reviewed:**

At Hilmar Cheese Company and Hilmar Ingredients, we improve lives around the world by being a leading producer of wholesome dairy products that contribute to the success of all stakeholders. We are one of the world's largest and most respected manufacturers of cheese, whey protein, lactose and milk powders. We are successful for two reasons: (1) we know the cheese and ingredients business really well, and (2) we know that we can't succeed without great people!

A Typical Day

The E&I Coordinator is responsible for working with E&I Technicians in the long-term decision making and planning related to the electrical and instrumentation needs of the Hilmar Site, supporting and coordinating efforts with engineering, manufacturing, outside contractors and the maintenance team.

Responsibilities

- Develop and refine electrical systems projects in an organized, professional manner.
- Use engineering solutions to solve repetitive electrical and/or instrumentation failures, and seek out new ways, methods, hardware, etc.
- Work closely with and provide support to the Engineering Electrical Systems Integrator.
- Communicate daily with the Maintenance Manager on all E&I issues concerning the Hilmar site.
- Respond to electrical issues, while troubleshooting and problem solving for equipment breakdowns during normal business hours and "on call" as needed.
- Promote and foster effective partnerships, providing excellent customer service.
- Develop and mentor professional growth & advancement of hourly department staff.
- Must be member of A/ERT and attend trainings, respond to emergency situations and on call A/ERT for Turlock.
- Maintain First Aid/CPR/AED Certification

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- Complete annual Company safety and food safety training programs.
- Active participation and ownership in your training and development program and associated activities, classes and events, which will be held before, during, after shifts and during scheduled days off.
- Help coach and train teammates and participate in on the job, buddy training.
- Place high priority on food safety and sanitation by understanding and executing HCC's food safety and sanitation policies and procedures.
- Hold self and others accountable to HCC's food safety & sanitation guidelines and policies by communicating any food safety incident, observation, or opportunity to your leadership team or teammates.
- Participate in food safety and sanitation root cause analysis and improvement activities when required.
- Prioritize safety above all other job duties by having a safety first approach at all times.
- Report any safety issues, observations, opportunities to your teams and follow up.

What You Will Need

- High School Diploma and 4 years related experience, OR Bachelor's degree in related field plus 2 years of related experience or equivalent, OR Master's degree plus 1 year related experience or equivalent.
- Able to demonstrate leadership, critical thinking, interpersonal, and organizational skills.
- Performance management skills/ability to collaborate and coordinate team members and projects.
- Demonstrated strong reasoning, analytical and problem solving skills.
- Ability to lift 60 lbs

What Will Put You Ahead

- Bachelor's degree in related field plus 2 years related experience, OR Master's degree plus 1 year related experience or equivalent.
- 5 years of supervisory experience in Industrial maintenance.
- Tactical knowledge of production operations.
- New equipment implementation through vendor facilitation and training.
- Completion of HCC internal technical training programs.

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 will be required to:

- Stand, walk, use hands to finger, handle or feel and reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl and talk or hear.
- Stand and walk almost the entire workday.

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- Employees must be physically capable of working in any of the job tasks within the cheese plant.
- Required to work at heights and in fairly small areas.
- Pushing, pulling, reaching, bending, stooping, squatting, kneeling, handling and grasping, twisting/turning, repetitive bending.

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. While performing the duties of this job, the employee is frequently exposed to the following:

- Exposure to dust, fumes, smoke, gases, or other irritating substances.
- Exposure to solvents or chemicals.
- Exposure to slippery walking surfaces: water.
- Exposure to marked changes in temperature and humidity depending on time of year.

Working surface is primarily concrete. Where standing is required, there are rubber mats which are one-half inch thick.

Food safety is a companywide responsibility and each employee must know their role in the manufacture and distribution of safe, wholesome, and high quality products.

This description is a general statement and does not include other duties as assigned