



Bay State Milling Job Description

Job Title: Maintenance Mechanic 1st Class
Location: Indiantown, FL
Department: Maintenance
Reports To: Maintenance Manager
FLSA Status: Hourly, Non-Exempt

SUMMARY

Installs, maintains, and repairs industrial mechanical systems and infrastructure such as but not limited to, machinery, equipment, physical structures, piping and minor associated electrical systems and componentry by performing the following duties to ensure compliance with all applicable legal and regulatory requirements in accordance with established company policies and procedures while maintaining the highest possible levels of safety, quality and productivity.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

1. Complete all assigned tasks safely, and efficiently.
2. Visually inspects and tests machinery and equipment.
3. Listens for unusual sounds from machines or equipment to detect malfunction and discusses machine operation variations with supervisors or other maintenance workers to diagnose problem and suggest proper repairs to machinery.
4. Dismantles defective machines and equipment and installs new or repaired parts and effectively returns them to service in a timely manner.
5. Cleans and properly lubricates shafts, bearings, gears, and other parts of machinery per manufacturer's specifications and Preventive Maintenance schedules.
6. Installs and repairs minor electrical equipment such as low voltage transformers, electrical and electronic components of machinery and equipment.
7. Layout, installs, and maintains pipe systems and related hydraulic and pneumatic equipment, and repairs and replaces gauges, filters, valves, pressure regulators, and related equipment.
8. Repairs and maintains physical structure of the facility as needed.
9. Sets up and operates machine tools such as a grinder, drill, band saw, metal break and milling machines to repair or fabricate machine parts, jigs and fixtures or tools.
10. Operates cutting torch or welding equipment to cut or join metal parts.
11. Operates industrial power trucks such as but not limited to, forklifts, bobcat, snorkel lift, and scissor lift.
12. Direct the work of second and third class maintenance technicians when necessary.
13. Work unscheduled hours as needed to accommodate the Bay State Milling Company's need to achieve customer demand.

NATURE AND SCOPE

Works directly with all the Indiantown Departments, outside contractors and Plant Management to plan, execute and achieve its goals.

DIMENSIONS

Primarily, taken care of on one shift; however, extra hours are put in as the need arises after hours and on weekends. Call back work is required as well as consultation by phone to plant operators and Plant Management 24/7.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have basic computer skills and the ability to communicate with contractors and Plant Management effectively. Must be familiar with all department operations at Bay State Milling Indiantown. Must be familiar with and be able to locate all equipment and explain its function. Must have a working knowledge of the following mechanical systems and the ability to read and interpret schematics and diagrams:

1. Rotating machinery (fans, blowers, compressors, mills, screw conveyors, sifters, pumps, bucket elevators, drag conveyors, etc.)
2. Hydraulics
3. Pneumatics
4. HVAC
5. Equipment leveling and alignment
6. Rigging and lifting
7. Scales and weighing systems

Must be able to demonstrate proficient use of mechanical tools such as, but not limited to, impact tools, torque wrench, micrometer, caliper, tape measure, port-a-power, drill press, lathe, milling machine, press, metal break, and welding, soldering, cutting tools.

EDUCATION AND EXPERIENCE

High school diploma or general education degree (GED) required; must have a certificate from college or technical school or minimum of five years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Have the ability to write routine reports and correspondence. Have the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Have the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Have the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

On-going training to enhance performance in position is required (e.g.: supervisory and management training, electrical installation/trouble shooting, PLC's, etc.). Current state Driver's License.

SAFETY

Take precaution to prevent risk of injury to self, others, or Company property. Follow all LOTO and Arc Flash procedures provided in training. Attend yearly training on all safety guidelines throughout facility.

TEAMWORK

Ensures that appropriate individuals are informed about matters impacting their areas of responsibility; works well with others; shares knowledge and experience with others; demonstrates respect and consideration for others' opinions; contributes to the overall task of the team. Demonstrates integrity; works effectively in teams; facilitates inter-departmental cooperation; cooperates with supervision and peers to accomplish work assignments; helps create and maintain effective working relationships. Be a team player.

DEPENDABILITY

Follows through on tasks; requires minimum supervision and follows instructions and procedures. Arrives at work on time; follows Company policies on vacations, leaves, etc. Observes Company rules; completes tasks within deadlines.

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 and walk. The employee frequently is required to use hands to finger, handle, or feel; lift and sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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 wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; extreme heat; risk of electrical shock; and vibration. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually loud.

FOOD SAFETY/SECURITY REQUIREMENTS

The company is committed to producing and delivering defect-free products. To ensure this, all employees are required to be trained on and adhere to the Good Manufacturing Policies set forth by the Company as they pertain to personnel practices, equipment, and facilities. It is also vital that all employees be aware of their work environment and prevents any accidental or intentional adulteration of products produced at this facility.