



## Bay State Milling Job Description

**Job Title:** Maintenance Reliability Lead  
**Department:** Maintenance  
**Reports To:** Maintenance Manager  
**FLSA Status:** Hourly  
**Prepared By:** Toby Schlink  
**Revised Date:** 9/9/2022

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### **Company:**

Bay State Milling Company is a growth-oriented, grain-based food ingredient company focused on bringing value-added solutions to the food industry. As the largest family-owned and operated flour miller in North America, Bay State has facilities located across the United States. For nearly 110 years, we have manufactured and marketed superior products, and have developed a reputation for quality, consistency, and excellence. More recently, we have made investments in expanding our R&D and processing capabilities to complement our core milling business. In addition, the Company has launched the OrganicEssentials™ and GrainEssentials® lines of products. With heightened consumer attention to food's impact on health, wellness, and the environment, Bay State is poised for continued growth and success.

### **Essential Duties & Responsibilities of the Position:**

The **Reliability Maintenance Leader** is responsible for the implementation, improvement and daily administration of the facility's Maintenance Engineering Program which includes the Reliability, Maintainability, Safety and Quality programs associated with the efficient maintenance, operation and compliance of the facility's equipment and physical plant.

The position's responsibilities include but are not limited to the development, implementation, maintenance and administration of the following processes:

- Processing, issuance and tracking of general work orders, PM work orders and temporary repairs.
- Assisting in sourcing of maintenance supplies and materials which includes meeting with vendors on pricing, schedules, pricing, delivery and supply agreements.
- Managing the Spare Parts inventory
- Tracking project expenditures, schedules, timelines and the issuance of appropriate related reports
- Assisting in the planning, execution, costing and supervision of equipment



overhauls and capital projects

- Managing the Condition Based Monitoring Program for key facility components.
- Performing equipment failure root cause analysis, and
- Developing equipment life cycle models
- Maintains and manages the facility's computerized Predictive and Preventative Maintenance Program.
- Looks for opportunities within the operation to enhance efficiencies and promote continuous improvement.
- Tracks the progress of equipment overhauls and capital projects. This includes planning, material procurement, coordination and supervision of activities as well as the tracking of expenditures, schedules, timelines, and maintaining any project tracker documentation.
- Performs root caused analysis (RCA) on failed machinery.
- Other duties may be assigned as required

#### **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.
- To perform this job successfully, the individual must have at least a high school diploma or equivalent. Experience in the business will be taken into consideration on a case-by-case basis
- Continuous improvement training and or experience a plus
- Capable of following and communicating written and verbal instructions in English.
- To read, analyze, and interpret general business periodicals, professional journals, technical procedures, technical drawings and or governmental regulations. Ability to write in English and complete reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and top management, public groups, and/or boards of directors
- Ability to work with mathematical concepts and apply concepts such as addition, subtraction, multiplication, division, fractions, percentages, ratios, and proportions



to practical situations.

- Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables at any given time.

### **SUPERVISORY RESPONSIBILITIES:**

May be responsible for the supervision of maintenance teams and external contractors as needed.

### **EDUCATION AND EXPERIENCE**

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee successfully 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 regularly required to sit, use hands to figure, handle, or feel; reach with hands and arms; and talk and hear. Employee is frequently required to stand, walk, climb or balance, and must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those that must be met by an employee successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is essentially in a plant manufacturing facility. However, frequent contact with operational aspects of the plant site is essential. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate. Hearing protection is required in certain areas of the plant.



## **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 the work environment and when possible, prevent accidental or intentional adulteration of products produced at this facility. As a result, any employee has a right to put product on hold if they have a concern. At the plant level, only the Quality Assurance Manager and General Manager have the authority to release product on hold.

## **SAFETY:**

While performing the essential job functions, the employee is expected to work in a safe manner and follow company policies regarding safety. It is the expectation and responsibility of the employee to report any and all injuries immediately to the supervisor, and to report to supervision any safety situation that the employee feels is substandard and poses a risk for employee injury, property damage, or loss.