



Job Title: Maintenance Mechanic
Department: Maintenance
Reports To: Maintenance Supervisor
FLSA Status: Hourly
Prepared By: Human Resources
Prepared Date:

SUMMARY:

This position is responsible for safely maintaining the efficient operation of manufacturing equipment and the supporting facility systems. This will require the use of fundamental skills and knowledge in the areas of mechanics, electronics, pipe fitting, electrical, HVAC and pneumatics.

This position will work closely with the operations teams to achieve plant performance measures by effectively troubleshooting and resolving breakdowns, completing preventative maintenance tasks, and participating in continuous improvement initiatives.

A. Essential Duties and Responsibilities:

- Troubleshoot and evaluate mechanical equipment failures and perform necessary corrective actions on a wide variety of production and packaging equipment.
- Diagnose and solve complex electrical/electronic failures using basic troubleshooting techniques, a digital multimeter, and wiring diagrams/schematics.
- Oil, grease, and clean equipment components such as; crankcases, motors, gear boxes, chains, bearings, sprockets, and other types of mechanical devices.
- Install, modify, and repair roofing, flooring, piping, and ductwork.
- Accurately complete all required and appropriate paperwork.
- Lead small projects utilizing outside contractor services.
- Complete preventative maintenance assigned tasks and document essential information in the CMMS (Computerized Maintenance Management System).
- Operate various hand and power tools, pumps, motors, and meters.
- Participate on and lead small group teams in continuous improvement initiatives.
- Complete general housekeeping and sanitation in the shop area and work areas.
- Other duties as assigned.

B. Required Knowledge

- High school diploma or high school equivalency
- 2 year Electrical/Electronics degree helpful
- Good written and mathematical skills
- Fork truck license (training provided)
- 5 years of relevant maintenance experience in a manufacturing environment.
- Minimum 3 years experience using Allen Bradley control circuits, control programs, and hardware.



C. Required Skills

- Various mechanical skills such as welding, fabrication, plumbing, painting, and carpentry.
- Working knowledge of electronics, Allen Bradley control systems, electrical mechanical devices, AC/DC motors, servo motors, variable frequency drives, transformers, sensors, wiring diagrams, and schematics.
- Understands electrical codes to properly size wiring, fuses, and breakers.
- Proficient in the use of digital multi-meter and electrical drawings to troubleshoot and repair electrical control systems, relay logic, and process control circuits.
- Ability to read and understand Allen Bradley Micro Logix.
- Basic computer skills.
- Self motivated work ethic taking ownership of systems from preventative maintenance, troubleshooting repairs and spare parts inventory.
- Ability to acquire a thorough understanding of the sequence of operations for all equipment.
- Proven record of strong performance and reliability.

D. Required Abilities

- Frequent lifting or moving up to 50 lbs. and in excess of 50 lbs. with the aid of lifting equipment.
- Standing for up to 8 hours per day.

E. Required Competencies

- Ability to interact professionally with all levels of internal and external contacts.
- Readily adapts to change. Seeks opportunities to improve existing processes. Anticipates or identifies problems and their causes and analyzes and develops potential solutions.
- Displays the willingness and ability to act independently and effectively to complete job responsibilities in a timely manner. Motivated to deliver excellent performance. Takes ownership of assigned area.
- Works co-operatively and participates actively as a team member, demonstrating excellent customer service skills by proactively sharing knowledge and expertise to reduce downtime and increase efficiency.
- Demonstrates commitment to the team in helping it to achieve its goals.

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.

EQUAL OPPORTUNITY EMPLOYER

Bay State Milling is an equal opportunity employer that is committed to creating a diverse, equitable and inclusive workplace. We evaluate qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, genetic information, national origin, disability, veteran status, and other legally protected characteristics.