



Bay State Milling Job Description

Job Title: Maintenance Manager
Department: Maintenance
Reports To: Operations Manager
FLSA Status: Salaried Exempt
Date Revised: 7/16/2024

SUMMARY

To provide overall leadership for the Plant Maintenance Department. Responsible for preventative maintenance, plant project efforts, and plant budget considerations relative to all plant operations.

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

1. Visually inspect and test machinery and equipment.
2. Maintain Preventative Maintenance schedules and routines.
3. Install and repair all mechanical and electrical.
4. Take an active role in providing training and direction for personnel on proper safety habits; operating procedures, plant-integrated quality systems, and company policies and procedures.
5. Develop and document an effective training program; assess and coordinate training needs and activities relative to information systems (Computer Systems, Network Maintenance, DBC, and Faciliworks) consistent with the entire plant's management information needs.
6. Provide leadership and direction for regular, documented and improved employee communication within both the elevator and procurement areas.
7. Reviews and recommends Operating Budget items to Plant Management.
8. Reviews and recommends Capital Budget items to Plant Management.

NATURE AND SCOPE

1. Interacts with all plant personnel.
2. Position requires a strong technical background in electrical, mechanical, and operations.
3. Provides strong leadership for all personnel within the plant
4. Carries out manager's responsibilities in accordance with the organization's policies and applicable laws.
5. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.



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.*

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited college or university.
8-10 years of on the job experience desired.

LANGUAGE SKILLS

Must have the ability to speak fluent English as primary language. Must have the ability to read, analyze, and interpret memo, technical procedures, or governmental regulations. Must have the ability to write in English and complete reports.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts and apply concepts such as addition, subtraction, multiplication, division, fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define and solve 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.

CERTIFICATES, LICENSES, REGISTRATIONS

On-going training to enhance performance in position as required.

SAFETY

1. While performing the essential job functions, the employee is expected to work in a safe manner and follow company policies regarding safety.
2. It is the expectation and responsibility of the employee to report any and all injuries immediately to the manager, 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.

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.



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.*

1. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; and talk and hear.
2. Employee is frequently required to stand, walk, climb or balance, and must occasionally lift and/or move up to 50 pounds.
3. 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 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.*

1. The work environment is essentially in a plant manufacturing facility, containing various amounts of dust in the atmosphere, related to the cleaning and milling of wheat.
2. Frequent contact with operational aspects of the plant site, plant-operating personnel, and lab and office employees is essential.
3. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes, or airborne particles, and outdoor temperature, which will reach in excess of 100 degrees F.
4. The noise level in the work environment will be in excess of 100 dB. 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.