



## POSITION AVAILABLE

**Job Title:** Maintenance Manager  
**Location:** Winona, MN  
**Department:** Maintenance  
**Reports to:** Operations Manager  
**Shift:** 1<sup>st</sup> Shift (and other hours as needed)  
**FLSA Status:** Salaried Exempt

### SUMMARY:

The Maintenance Manager will be expected to provide maintenance department leadership, direction, planning, supervision, technical support and assistance to ensure the safe and efficient operation of the grain storage, flour milling, and packaging facility to ensure compliance with all applicable legal and regulatory requirements in accordance with established company policies and procedures while maintaining the highest level of safety, quality, and productivity. The area of responsibility is the entire facility. General equipment and facility maintenance as well as electrical and mechanical trouble shooting, installation, and maintenance fall within the scope of this position description. Knowledge of physical plant electrical systems, medium voltage systems, and Programmable Logic Control (PLC) systems is required. Knowledge of process flow and mechanical aptitude is required to fully meet the expectations of this position.

### 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.

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

- Coordinates maintenance staff in accordance with Company policies, principles, and procedures.
- Confers with other department heads and manufacturing representatives.
- Confers with suppliers of maintenance materials and equipment.
- Develops plans for efficient use of materials and employees.
- Reviews maintenance costs of all equipment and is responsible for developing control programs to maintain and enhance the profitability of the operation.
- Reviews and recommends budgets to Plant Management.
- Assists in developing and oversees implementation of capital projects for the plant.
- Is an active member of the plant safety committee.
- Must be able to read and understand electrical blueprints and schematics.



- Visually inspect, test, diagnose, and troubleshoot equipment.
- Understand and navigate basic PLC systems and logic.

#### **SUPERVISORY RESPONSIBILITIES:**

Manages and supervises the maintenance department employees. Is responsible for assisting in the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **EDUCATION and/or EXPERIENCE:**

To perform this job successfully, the individual must have a two-year technical degree relevant to industrial technology and five years of work experience in a related field. Equivalent industry experience of 10+ years will be taken into consideration on a case-by-case basis.

Prior supervisory experience and a Master Electrician license recognized in the State of Minnesota is desirable.

#### **LANGUAGE SKILLS:**

Capable of following and communicating written and verbal instructions in English. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, 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.

#### **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 problems, collect 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.

#### **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 their work environment and prevent any accidental or intentional adulteration of products produced at this facility.

**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.