



Bay State Milling Job Description

Job Title: Master Electrician
Department: Maintenance
Reports To: Maintenance Manager
FLSA Status: Non-Exempt, Hourly (Union)
Full-Time

SUMMARY

The Master Electrician's main duties are the installation, troubleshooting and repairs of the facility's electrical distribution systems, apparatus, and the electrical and electronic components of the industrial machinery and equipment. The Master Electrician position requires the ability to work with plant management to identify equipment and systems that can be modified or applied to improve operational efficiency. This individual must perform the following duties to ensure compliance with all applicable legal and regulatory requirements and in accordance with established company policies and procedures while maintaining the highest levels of safety, quality and productivity.

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

1. Diagnoses malfunctioning electrical infrastructure apparatus such as transformers, breakers, Motor Control Center's (MCC'S), breakers and repairs/replaces damaged or broken components.
2. Properly size and install power supply wiring and conduit for newly installed machinery and equipment.
3. Properly connects power supply wires to machines and equipment, and connects control and communication cables and wiring between machines, equipment and devices such as Variable Frequency drives and PLC's.
4. Familiar with Variable Frequency drives and able to communicate faults, malfunctions and issues to BSM personnel or contractor integrators and perform requested tasks to repair and replace components.
5. Working knowledge of Programmable Logic Controllers required and the ability to take applicable training courses to gain knowledge and skills to become proficient with PLC's.
6. Troubleshoot and tests malfunctioning machinery and controllers and discusses malfunction with maintenance supervisor and operators to determine root cause.
7. Troubleshoot and repair/replace faulty electrical components of machines such as starters, relays, switches, motors, and position sensing devices such as magnetic sensors and Proximity switches.
8. Diagnoses and repairs or replaces faulty electronic components, such as printed circuit boards, relays and fuses.
9. Must complete assigned preventive maintenance tasks safely and efficiently.
10. Replaces low voltage, 110v, 220v and 480v electric motor components as needed.



11. Effectively and aesthetically plans layout of wiring and installs wiring, conduit, and electrical apparatus in buildings.
12. Diagnoses and replaces faulty mechanical, hydraulic, and pneumatic components of machines and equipment.
13. Cleans and makes minor electrical repairs on air conditioning units.
14. Work unscheduled hours as needed to accommodate Bay State Milling Company's need to achieve customer demand.
15. Helps with general plant repairs and mechanical maintenance repairs as needed.

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 EXPERIENCE

Individuals must have a high school diploma or general education degree (GED) and must have a current MN Class A Master Electrician License. A minimum of five years electrical experience is required.

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.