



## Bay State Milling Job Description

**Job Title:** Senior Technical Miller  
**Department:** Processing  
**Reports To:** Plant Manager/Operations Manager (when present)  
**FLSA Status:** Exempt  
**Prepared By:** Len Wunderly & Mike Carlson  
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### SUMMARY:

The Senior Technical Miller is responsible for the supervision and direction of all production operations within the milling department to ensure compliance with all applicable legal and regulatory requirements and in accordance with established company policies and procedures, while maintaining the highest level of safety, quality, and productivity. The position requires a good understanding of how the milling process works and its relationship to the rest of the facility. Responsibilities include directing daily production of the milling department and all aspects of managing that department. This position is responsible for providing direction, leadership, relief, and assistance for all levels of the department. This position reports to the Plant Manager/Operations Manager (when present).

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

- Coordinates mill operations in accordance with Company policies, principles, and procedures.
- Evaluates and optimizes milling process performance.
- Implements suggestions made by corporate milling staff in a timely manner to maintain yields and production.
- Reviews production costs, product costs, product quality, and modifies production and inventory control programs to maintain and enhance profitable operation of the facility.
- Provides continued development and training of milling staff.
- Supports projects, startups and training at other facilities.
- Supports fellow Management Team members with issues that arise.
- Looks for and implements changes in the operation to enhance efficiencies and promote continuous improvement.
- Reviews and recommends budgets to Plant Management.
- Develops and oversees implementation of capital projects for the plant with support from corporate milling staff.
- Develops plans for efficient use of materials, machines, and employees.
- Is an active member of the Labor Relations committee, and is responsible for overseeing training and positive plant moral.



- Is an active member of the plant safety committee, and reviews the safety-training program and recommends changes or additions.
- Is actively involved in the budget planning, capital project planning and overall strategic planning for the facility.
- Confers with customers and manufacturing representatives when requested.

### **SUPERVISORY RESPONSIBILITIES:**

- Supervises and manages the subordinate supervisors who oversee all mill employees.
- 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.

### **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.

- Possess a B.S. degree from a four year college or university with 5 years or more as a Head Miller/Senior Technical Miller or a high school GED and 10 years of flour milling experience.
- Knowledgeable of PLC operations utilizing PC interface, able to use Word, Excel, Power Point & Outlook.
- Capable of performing basic math functions, with or without the aid of a calculator.
- Capable of following and communicating written and verbal instructions in English.
- Capable of writing and orally presenting reports to all levels of management within the Corporation.
- Required to be available, on call, at all times of the day or night, seven days a week.
- Possess good people skills to train and lead employees under direct supervision.
- Needs to be an independent worker with self-initiative to carry out job functions.
- Possess strong mechanical skills, to troubleshoot mechanical problems and direct maintenance.

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

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. Preferably 3 or more years grain milling as a Head Miller or like position.



## **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.

- Must be able to work in an environment which has extremes in temperature.
- Be able to climb ladders, and work in high places.
- Be able to stand and/or walk for extended periods of time
- Occasionally required to bend, stoop, kneel, crouch or crawl.
- Finger and hand dexterity to type at a keyboard, and to use basic hand tools occasionally.
- Occasionally required to lift and or move items up 75 lbs. in weight.
- Vision requirements are close vision, distance vision, color vision and depth perception.

## **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.