



## Bay State Milling Job Description

**Job Title:** Maintenance Tech 1  
**Department:** Maintenance  
**Reports To:** **Maintenance Manager**  
**FLSA Status:** Non-Exempt/Hourly  
**Prepared By:** Alan Mersnick, Plant Manager  
**Revised Date:** 2/11/2022

### SUMMARY

A Maintenance Tech 1 must possess basic math skills to calculate ratios, rates and convert measurements. The job requires the ability to read and interpret basic blueprints and layout materials and work as necessary. This person must have a basic working knowledge of electrical circuits and code, welding, spouting, and milling machinery, carpentry, masonry and sheet metal work.

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

1. Completes all assigned tasks safely, and efficiently.
2. Visually inspects and tests machinery and equipment.
3. Performs mechanical, hydraulic installation, maintenance, troubleshooting and repairs.
4. Performs electrical installation, maintenance, troubleshooting and repairs.
5. Maintains work areas and keeping tools clean.
6. Completes maintenance work orders and compliance documentation as directed.
7. Listens for unusual sounds from machines or equipment to detect malfunction and discusses machine operation variations with supervisors or other maintenance workers to diagnose problem or repair machine.
8. Dismantles defective machines and equipment and installs new or repaired parts.
9. Cleans and lubricates shafts, bearings, gears, and other parts of machinery.
10. Installs and repairs minor electrical equipment, such as low voltage transformers, electrical and electronic components of machinery and equipment.
11. Layout, installs, and maintains pipe systems and related hydraulic and pneumatic equipment, and repairs and replaces gauges, filters, valves, pressure regulators, and related equipment.
12. Repairs and maintains physical structure of the facility.
13. Sets up and operates machine tools such as grinder, drill, and milling machine to repair or fabricate machine parts, jigs and fixtures, and tools.
14. Operates cutting torch or welding equipment to cut or join metal parts.
15. Operates industrial power trucks such as but not limited to, forklifts, bobcat, snorkel lift, and scissor lift.



16. Works unscheduled hours as needed to accommodate the Bay State Milling Company's need to achieve customer demand.
17. Carries on-call maintenance phone on nights and weekends per rotation and adheres to the call-in policy
18. Performs other duties or tasks as assigned.

**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.

**Teamwork:**

Willingness to cooperate with peers to accomplish work assignments and maintain effective working relationships; demonstrate respect and consideration for others' opinions; contribute to the overall task of the team. Will follow Company policies, procedures and work rules.

**Dependability:**

Will arrive to work on time. Willingness and flexibility to be on-call as position requires. Position may require weekend work, or 7-day work schedule based on business need. Must demonstrate the ability to follow instructions and complete tasks within deadlines with minimal supervision.

**Safety:**

Must follow safety procedures; will take precautions to prevent risk of injury to self, others, or Company property. Will train and enforce mill and food safety.

**EDUCATION and EXPERIENCE**

A high school diploma or equivalent would be desirable; however, greater consideration will be given to work experience. Should have two years of experience in all phases of the job as described within the Essential Duties and Responsibilities.

**LANGUAGE SKILLS**

English fluency is essential. Must have strong verbal and written communication skills, with ability to respond to either common and sensitive inquiries or complaints from internal and external customers. High attention to detail and a keen eye for esthetics.

**MATHEMATICAL SKILLS**

Ability to work with basic mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations, particularly power transmission and gearing.

**REASONING ABILITY**

1. Must be able to understand and follow through with detailed spoken and/or written instructions and relay them accurately to others.



2. Must be able to reason through any situations to analyze problems on the mill and correct them on his/her own.
3. Must be able to provide supervision and make reliable decisions for those under his/her supervision. On second and third shifts, this includes the entire plant.
4. Must be able to read and understand blueprints.
5. Must have seasoned judgment and business situation versatility, with ability to define problems, collect data, establish facts, and draw valid conclusions.

### **OTHER SKILLS & ABILITIES**

In addition to basic maintenance skills, multi-craft maintenance must also be qualified in two of the three following trades: electrical, controls, and welding.

**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.*

The job will entail working below ground to working at heights of 150 feet or more. The person must be able to climb ladders and work on elevated platforms. Weights of 50 pounds or more will have to be lifted occasionally. Stooping, bending and kneeling will be frequent on some days.

1. Must be able to lift and carry up to 50 pounds.
2. Must be able to climb ladders and work at heights up to 150 feet.
3. Must be able to stoop, bend and kneel to reach awkward locations.
4. Requires manual dexterity to handle very small items precisely.
5. Must be able to remain on his/her feet for long periods of time.
6. Must not have allergies to wheat and/or associated dusts.

**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.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is frequently exposed to humid conditions. The employee is periodically exposed to high, precarious places. The employee will be exposed to extremes in temperature, both hot and cold. The employee will be exposed to vibrations. The work environment is noisy, at times in excess of 100 decibels.

Must be able to work in hot, dusty, humid environments and cold, wet environments on occasion.



## **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.