



# Augusta Cooperative Farm Bureau, Inc.

<b>Job Title:</b>	Maintenance Mechanic	<b>Job Status:</b>	Full Time
<b>Department/Group:</b>	Feed Mill	<b>Reports To:</b>	Feed Mill Operations Manager
<b>FLSA Status:</b>	Non-Exempt	<b>Travel Required:</b>	10%
<b>Job Category:</b>		<b>Positions Supervised:</b>	None
<b>Work Schedule:</b>	5 day work week, days vary, OT may be required, on call as needed.		
<b>Job Summary:</b>			
Provide all physical plant needs in maintenance, design, repair, and new projects.			
<b>Job Description</b>			
<p><b>TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE QUALIFIED INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.</b></p> <p><b>ESSENTIAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Provide for daily, monthly, and annual maintenance programs on all equipment associated with the mill and grain operation.</li> <li>• Manage any outside contractors that perform work in the plant.</li> <li>• Follow all safety programs; i.e. hot works, lockout / tagout, confined space, etc.</li> <li>• Instruct production workers on proper maintenance of machinery.</li> <li>• Manage boiler operations, inspection, and maintenance.</li> <li>• Manage and maintain sprinkler system.</li> <li>• Assist in inventory control when needed.</li> <li>• Provide electrical maintenance throughout the plant when needed.</li> <li>• Follow all QC SOP's, CGMP's, and housekeeping procedures.</li> </ul> <p><b>POSITION QUALIFICATIONS</b></p> <p><b>Competency Statement(s)</b></p> <ul style="list-style-type: none"> <li>• Autonomy - Ability to work independently with minimal supervision.</li> <li>• Decision Making - Ability to make critical decisions while following company procedures.</li> <li>• Detail Oriented - Ability to pay attention to the minute details of a project or task.</li> <li>• Organized - Possessing the trait of being organized or following a systematic method of performing a task.</li> <li>• Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.</li> <li>• Reliability - The trait of being dependable and trustworthy.</li> <li>• Safety Awareness - Ability to identify and correct conditions that affect employee safety.</li> <li>• Working Under Pressure - Ability to complete assigned tasks under stressful situations.</li> </ul> <p><b>PREFERRED SKILLS</b></p> <ul style="list-style-type: none"> <li>• 2 plus years of experience in maintenance</li> </ul>			

**PREFERRED EDUCATION AND OTHER SKILLS**

- High School Graduate or General Education Degree (GED): Required
- Speak, read, and comprehend English.

**ADDITIONAL NOTES**

This job description reflects management’s assignment of essential and central functions of this job; It does not restrict management’s rights to assign or reassign duties and responsibilities to this job at any time; Changes to this job description should be expected to meet the changing needs of the business and its customers.

**Physical Demands:**

This position requires frequent sitting, standing, walking, manual manipulation, grasping, reaching outward and upwards, speaking climbing, crawling, bending, and squatting/kneeling with occasional lifting/carrying up to 50 pounds and pushing/pulling up to 100 pounds.

**Work Environment:**

Employee will work in a manufacturing and/or outside environment. Employee will be faced with working in temperature extremes and other incimate weather. Employee may be exposed to hazards by elevators, augers, conveyors, ladders, heights, grain storage pits and bins.

Employee Signature:		Date:	
Supervisor Signature:		Date:	
Last Updated/Reviewed:	08/28/2019		