

# Maintenance Technician

Reports To: Engineering and Maintenance Manager  
Department: Operations  
Origin Date: 08/01/12  
Revised Date: 02/06/23

## **JOB SUMMARY:**

The Maintenance Technician position must possess good decision making and prioritization skills. The Maintenance Technician ensures all machinery at Dakota Specialty Milling (DSM) is functioning at optimum operating condition and will organize and conduct daily preventive maintenance activities to ensure safe, reliable operation of all facilities to meet customer expectations and business objectives. Qualified individuals are also competent in all food safety, OSHA, and manufacturing procedures.

Employees of DakotaMB believe in always doing the right thing for our customers and each other. Strong communication skills ensure we are always working towards a common solution to the challenges of the day. A growth mindset and innovative thinking are essential for assisting co-workers and external stake-holders with their needs. Members of our Operations team collaborate both internally with our employees and externally with our vendors and customers to achieve common goals. A passion to be the best is what is needed for a successful career at DakotaMB.

## **ESSENTIAL FUNCTIONS:**

### **1. General Duties**

- a. Performs preventative maintenance (PM) on all machinery and equipment to minimize failure and optimize production efficiencies
  - i. Updates PM Schedules
  - ii. Reports areas of concern
- b. Repairs machinery and equipment when malfunctions occur.
  - i. Observes mechanical devices in operation; using sight and sound to identify problems
  - ii. Removes and replaces defective parts using hand and power tools. Including but not limited to:
    1. Electric Motors
    2. Conveyors
    3. Air locks
    4. Spouting
- c. Obtains necessary parts for maintenance and repairs utilizing best available resources
  - i. Will source items through the internet, catalogs, or other resources
  - ii. Will seek approval from supervisor before purchase
- d. Maintains tools to be working in optimal condition and work areas are kept in an orderly manor
- e. Monitors boiler operations at all times including non-operating hours

- f. May fabricate equipment or parts using welder, cutting torch, shop tools etc.
  - i. Uses proper instruments to determine dimensional requirements
  - ii. All modifications will adhere to SQF and OSHA regulations

## 2. Documentation and Record Keeping

- a. Fulfills PM work orders and records completion
- b. Completes prioritized maintenance requests and documents procedure

## 3. Teamwork, Efficiency, and Safety

- a. Shall ensure the daily functions to maintain all food safety objectives and The SQF Code are adhered to
- b. Acts as an alternate for all DSM Maintenance positions and facilities
- c. Performs any task the supervisor deems necessary for completion or modification of a project

## QUALIFICATIONS:

1. Extensive mechanical training or experience
2. Familiar with OSHA 1910.29 General Industry Regulations
3. Knowledge of electrical wiring and plumbing
4. Familiar with welding techniques

## SUPERVISORY RESPONSIBILITIES

This position has no direct reports.

## BEHAVIORS

- |   |   |
|---|---|
| 1. <b>Smart:</b> Astute and Perceptive              | 14. <b>Fearless:</b> Confident and Courageous         |
| 2. <b>Experienced:</b> Knowledgeable and Trained    | 15. <b>Imaginative:</b> Inventive and Creative        |
| 3. <b>Focused:</b> Understands and Comprehends      | 16. <b>Optimistic:</b> Encouraged and Encouraging     |
| 4. <b>Motivated:</b> Inspired and Driven            | 17. <b>Logical:</b> Rational and Sensible             |
| 5. <b>Genuine:</b> Authentic and Sincere            | 18. <b>Resourceful:</b> Talented and Capable          |
| 6. <b>Passionate:</b> Spirited and Excited          | 19. <b>Humble:</b> Respectful and Modest              |
| 7. <b>Harmonious:</b> Friendly and Balanced         | 20. <b>Appreciative:</b> Supportive and Sympathetic   |
| 8. <b>Energetic:</b> Dynamic and Active             | 21. <b>Cooperative:</b> Collaborative and Coordinated |
| 9. <b>Skillful:</b> Proficient and Adept            | 22. <b>Hungry:</b> Eager and Enthusiastic             |
| 10. <b>Responsible:</b> Punctual and Earnest        | 23. <b>Safe:</b> Protective and Secure                |
| 11. <b>Ethical:</b> Honest and Moral                | 24. <b>Professional:</b> Accomplished and Consummate  |
| 12. <b>Accountable:</b> Answerable and Liable       |   |
| 13. <b>Informative:</b> Instructional and Observant |   |

## COMPETENCIES

1. **Attention to Detail:** The individual demonstrates accuracy, thoroughness and monitors own work to ensure quality.
2. **Communication:** The individual must be familiar with the industry language and effectively communicate the diagnosis of mechanical issues
3. **Problem Solving:** The individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully.
4. **Exercises Judgment:** The individual must be able to exercise independent judgment and discretion on matters of significance in regards to repairs or preventative maintenance.
5. **Planning and Organizing:** The individual prioritizes and plans work activities and uses time efficiently and is capable of multitasking.
6. **Interpersonal Skills:** The individual works effectively and relates well with others including superiors, colleagues, and individuals inside and outside the company; exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
7. **Adaptability:** The individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
8. **Dependability:** The individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
9. **Integrity:** The individual possesses high ethical standards and expects the same from all others in the organization.
10. **Dedication:** The individual is committed to achieving results under demanding time frames.
11. **Organizational Support:** The individual follows policies and procedures; supports organization's Mission and Values.

## **PHYSICAL REQUIREMENTS**

1. **Standing and Sitting:** This position requires an individual to be on their feet 90% of the time.
2. **Walking:** This position needs to occasionally move or traverse throughout offices, warehouses, and production areas in all facilities 50% of the time.
3. **Lifting:** Frequently will lift between 10 – 20 pounds and will occasionally lift 20 – 80 pounds.
4. **Climbing:** Frequently ascends/descends ladders to inspect equipment or enter areas of necessary attention
5. **Stoop, Kneel, or Crouch:** Frequently positions self to address areas of concern
6. **Talk/Hear:** Frequently communicates with personnel and pays attention to areas of concern and danger
7. **Sight:** Must be able to identify, assess and recognize areas of concern. Visual inspection production lines, equipment, and structures

## **WORKING ENVIRONMENT**

While in production and warehouse areas this individual will frequently be exposed to grain dust. Noise protection is required in designated areas of production. This position will frequently be working in a sheltered and climate controlled environment. This position will share on-call work responsibilities with the other DSM Industrial Maintenance Technicians.

Signature \_\_\_\_\_ Date \_\_\_\_\_