



*Since 1886*

# The Mennel Milling Company

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[www.mennel.com](http://www.mennel.com)

**Tired of being just a “number”?**  
**Want to have a bigger impact at your employer and with your career?**  
**Looking to make a change?**

Come join our family at Mennel Milling, a 128 year old industry leader who is searching for our leaders of tomorrow. We'd love to talk with you about our progressive company and how you could fit into Team Mennel. Give us a call today!

We are now accepting resumes/applications for the following full time position:

## **Maintenance Technician – Dowagiac, MI**

Competitive pay and benefits. Must pass Drug/Alcohol testing and background check. See job description listed below. EOE.

To apply for this position, please visit our website: [www.mennel.com](http://www.mennel.com), or send email to: [HR@mennel.com](mailto:HR@mennel.com).

If you prefer to mail us your resume, please send to:

The Mennel Milling Company  
128 W. Crocker Street  
Fostoria, OH 44830  
ATTN: Human Resources  
1-800-688-8151

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### **Job Description**

Title: Maintenance Technician  
Department: Maintenance  
Reports To: Maintenance Supervisor

#### **SUMMARY**

This purpose of this position is to provide maintenance support to the facility through maintaining and improving the on-going reliability of the plant equipment, machinery, and processing systems.

PRIMARY WORK SHIFT: 7am – 3:00pm, 3pm – 11pm, or 11pm – 7am (Shift could vary depending on assignment/availability)

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Include the following - Other duties may be assigned:

- Follow all plant rules, safety rules and procedures during daily work and assure the safety of others.
  - Maintain the reliability and capacity of the plant equipment by troubleshooting and repairing mechanical or electrical problems in the most efficient manner while improving long-term reliability.
  - Operate as an active member of the maintenance team to solve equipment problems.
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- Must be able to effectively interact with all Mennel Milling staff to improve overall maintenance methods and plant reliability.
- Must be able to follow directions from supervisor and/or lead Maint Technician.
- Performs Maintenance Lead duties in his/her absence.
- Continuously upgrades skills and knowledge to remain current with the latest technology.
- Applies new skills and technology to increase capacity and reliability of the facility.
- Repairs and maintains, in accordance with diagrams, sketches, operation manuals, and manufacturer's specifications, machinery and mechanical equipment manuals.
- Repairs motors, pneumatic conveying components, conveyor systems, wheat handling & cleaning equipment, production machines, and various pieces of milling equipment.
- Dismantles devices to gain access to and remove defective parts using hand tools, hoists, cranes, and power tools, etc.
- Inspects used parts to determine changes in dimensional requirements using rules, calipers, micrometers and other measuring instruments.
- Installs new equipment according to manufacturer's requirements using levels, plumb bobs, and straightedges.
- Replaces defective parts through the use of effective trouble shooting.
- Lubricates all equipment using manufacturer's guidelines for preventive maintenance.
- Starts and tests all equipment after maintenance is performed to check for proper performance.
- Must be able to operate a drill press, grinder, and other metalworking tools to fabricate and repair parts.
- Must have the ability to weld all metal types.
- Must initiate purchase order to re-order parts that were used from stock.
- Must maintain a safe and clean work environment and maintenance work area.
- Uses the Mennel Corporate Mission, Quality, and Safety Statements as guiding principles in the decision-making process.
- Completes work in accordance with established company policies and procedures.
- Responsible for ensuring that any work completed is done in a safe and clean manner and that all food safety, personal hygiene, and housekeeping standards are met when doing so.
- Must be able and willing to don a full-face respirator when required and be able to pass a respirator fit test in order to do so.
- Fills in for other maintenance technicians when necessary, or when absences occur, and must be willing to learn new duties, be cross-trained in other departments within the plant, and perform new or modified responsibilities as assigned.

#### SUPERVISORY RESPONSIBILITIES

This position has no supervisory duties.

#### 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:

- Provide sound problem solving skills to solve short and long term problems within a manufacturing environment. Communicate specific problems and potential solutions to the Maint Supervisor to be analyzed, prioritized, and implemented.
- Establish and maintain effective communications with other maintenance team members.
- Serve as a technical resource to various problem solving groups within the plant.
- Must have solid interpersonal skills with the ability to listen well, and work in a team environment with a positive attitude and with minimum supervision.
- Strong written and verbal communication skills.
- Multi-skilled ability to perform basic mechanical tasks.
- Must exhibit a high aptitude of troubleshooting and problem solving skills.
- Well skilled with personal computers and software for use in troubleshooting and work order entries.
- Ability to produce accurate documentation of repairs and modifications to facility through the use of maintenance tracking software.
- Requires ability to effectively prioritize and organize tasks, and follow through to ensure completion of assignments in an efficient and high quality manner.
- Must be able to operate scissor lifts and other lifting equipment.
- Must be familiar with chain hoists, overhead cranes, and how to operate them.

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

High school diploma and a 2 year degree in a technical or industrial field such as electronics, Mechatronics, mechanics, welding, automation or other related area is required. A minimum of 5 years of maintenance experience in a flour milling, food processing or other related manufacturing field is also required.

#### **LANGUAGE SKILLS**

Must be capable of reading and comprehending simple instructions, short correspondence, memos, procedures, and plans. Must have ability to write reports, complete checklists and other basic documentation and correspondence. Must have ability to effectively present information or data in one-on-one and small group situations to co-workers, supervisors, and managers.

#### **MATHEMATICAL SKILLS**

Must have ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must have ability to read and comprehend flowsheets, blueprints and other technical drawings.

#### **REASONING ABILITY**

Must use common sense and solid judgment when making decisions. Must have ability to quickly recognize hazards and improvement areas.

#### **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:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to perform maintenance tasks, use various tools, reach with hands and arms; climb or balance; stoop, kneel, twist, crouch, or crawl, and talk or hear. The employee must occasionally lift and/or move up to 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

While performing the duties of this job, the employee is regularly exposed to conditions that are typical to a fast-paced manufacturing environment, including: moving equipment and machinery, dusty, hot/humid, and cold conditions and employee must be willing to work in all weather conditions, at heights, in precarious places; in the presence of airborne particles, and with the risk of electrical shock. The noise level in the work environment usually requires the use of hearing protection.