



## Maintenance Mechanic

### **PURPOSE OF POSITION:**

This position is responsible for coordination and implementation of the maintenance practices for Anchor Ingredients facilities to ensure performance, reliability, and cost effectiveness of equipment and processes.

### **RESPONSIBILITIES:**

#### Plant and Equipment Maintenance

- Maintain and repair conveyors, legs, PD blowers, milling equipment and industrial vehicles
- Inspect, operate and test machinery and equipment to diagnose malfunctions
- Estimate repair costs
- Design, implement and manage maintenance program
- Record type and cost of maintenance and/or repair work
- Diagnose mechanical problems and determine how to correct them, checking repair manuals, parts catalogs, blueprints, etc. as necessary
- Repair or replace defective equipment parts, using hand and power tools, and reassemble equipment
- Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently and the physical condition of buildings does not deteriorate
- Plan with Plant Manager and Director of Plant Operations to meet efficiency and safety targets as well as PM's on a weekly, monthly, quarterly, and yearly basis

#### Plant Operations

- Support margin enhancement / cost savings by identifying material reduction and optimization opportunities.
- Work with team members to validate the importance of reliability and preventative maintenance.
- Investigate and address production disruptions in a timely manner.
- Work with the Plant Manager to ensure that:
  - Machinery is set up correctly and to standard
  - Machinery is not ill-used, causing danger of breakdown or damage
  - Machinery is maintained
  - Machinery is in a safe condition for use
  - Breakdowns are rectified in a timely fashion

#### Safety

- Work alongside Quality Assurance Manager, Director of Operations and Plant Manager to monitor and ensure compliance with the Company's Safety Program:
  - Support and adhere to the Company's Safety Program.
  - Proactively identify possible safety hazards and implement corrective action plans.
  - Assist in evaluation of the event to aid in elimination of root cause of the incident.

#### Quality

- Work with Plant Managers, Director of Plant Operations, and Quality Assurance Manager to ensure products being produced meet all agreed quality specifications and quickly recognize and rectify any deviations from these specifications to minimize rejects.

#### General Responsibilities:

- Project work or items outside of this Job Description, as specified from time to time by the Plant Managers.
- In common with all other personnel within Anchor Ingredients, the Job Holder is required to adhere to the Company's policies on Safety, Hygiene and good housekeeping. Specifically:
  - To take reasonable care for the health and safety of himself/herself and that of other persons who may be affected by his/her acts or omissions;
  - To co-operate regarding any duty or requirement;
  - To report to his/her immediate manager any hazard which may be discovered on at the place of work.



**QUALIFICATIONS:**

- 2+ years of maintenance experience in a similar industry
- Associate degree in a related field
- General knowledge of food quality standards and overall safety procedures
- Proven ability to lead through change
- Mechanically Minded
- Ability to use hand and power tools
- Excellent interpersonal skills and a team player
- Ability to reach quickly and accommodate change
- Ability to weld a plus

**WORK ENVIRONMENT & PHYSICAL DEMANDS**

The work environment characteristics and physical demands 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 will be exposed to machinery and moving parts, airborne particles including grain dust and hazardous materials or fumes, which may require the use of PPE. The employee may be exposed to adverse weather conditions, extended seasonal hours, high precarious places and confined spaces. The noise level in some of the work environments may require the use of hearing protection. While performing the duties of this job inside the office, the employee is frequently exposed to normal working conditions for an office environment with a noise level that is usually quiet to moderate.

While performing the duties of this job, the employee is regularly required to stand for long periods of time as well as use hands or fingers to reach or handle, and to talk or hear. The employee is regularly required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or move up to 75 pounds. All vision abilities are required to encompass close-up work. On occasion, employee must be able to tolerate and endure extended seasonal hours and maintain alertness to meet deadlines.

**ABOUT THE COMPANY:**

Anchor Ingredients, LLC headquartered in Fargo, ND, sources and supplies a wide range of specialty ingredients catered specifically to the human and pet food markets. With the ability to source ingredients worldwide, AIC is uniquely positioned to meet all of the ingredient needs of their customers. At Anchor Ingredients, we have assembled a world-class team of professionals with years of industry experience and a commitment to our core foundation of honesty, integrity and reliability.

**DISCLAIMER:**

The tasks detailed within this Job Description are not intended to represent an exhaustive list of duties that the job holder may be required to undertake. Anchor Ingredients reserves the right to require the job holder to perform any other task which the Responsible Manager may reasonably deem necessary. Anchor Ingredients reserves the right to revise the job description as circumstances warrant. Anchor Ingredients is an at-will employer, which means that either the employee or the company may terminate the relationship at any time, with or without notice, and with or without cause. We are an equal opportunity employer.