



Since 1886

The Mennel Milling Company

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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 Supervisor – 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, or send email to: 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

Job Description

Title: Maintenance Supervisor
Department: Maintenance
Reports To: Plant Operations Manager

SUMMARY

The primary purpose of this position is to lead the overall maintenance strategies for the Dowagiac plant in order to achieve maximum mill capacity and efficiency with minimum unscheduled downtime. This position collaborates with and receives direction from the Dowagiac Plant Operations Manager.

PRIMARY WORK SHIFT: 7am – 3:30pm (Shift could vary depending on workload/needs)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following - Other duties may be assigned:

Responsible for the planning, execution and overall performance of the Dowagiac maintenance department in the areas of:

- Plant safety.
 - Superior sanitation practices and equipment design.
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- Good manufacturing practices.
 - Continuous improvement through increased automation, new technology, and improved manufacturing practices and methodologies.
 - Preventative/predictive maintenance practices
 - Effective project management
 - Effective recordkeeping
- Schedules, directs and supervises the daily activities of the maintenance crew to ensure maximum effectiveness. Responsible for the overall hiring, training, and development of the maintenance workforce.
 - Leads all plant improvement and capital projects, ensuring on-time and under budget execution.
 - Maintains proper documentation to ensure compliance with a variety of regulations including food safety, maintenance for sanitation, preventative maintenance, OSHA, BRC and other 3rd party auditor standards.
 - Participates and effectively communicates in various plant improvement teams, safety committees, and strategic planning committees.
 - Manages the overall maintenance dept. budget to effectively control costs.
 - Manages and maintains the plant's maintenance supplies, spare parts and inventory levels. Re-orders when necessary.
 - Completes weekly and monthly reports on the maintenance department's performance metrics and effectively communicates as required.
 - Manages and tracks maintenance activities through maintenance program software.
 - Uses the Mennel Corporate Mission, Quality, and Safety Statements as guiding principles in the decision-making process.
 - Directs and coordinates project operations 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 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 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 directs the activities of a 2-3 person maintenance crew.

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.

- Requires ability to effectively prioritize and organize tasks, and follow through to ensure completion of assignments in an efficient and high quality manner.
- Must have the ability and willingness to hold direct reports accountable and make changes when performance metrics are not being met.
- Must have a "hands-on" style and be intimately involved with the plant operations and maintenance activities.
- Must have strong mechanical and electrical aptitude and skills.
- Must have ability to read and understand electrical schematics and drawings.
- PLC programming and trouble-shooting experience.
- Must possess a working knowledge of steel & aluminum welding, pneumatic systems, hydraulic systems, electrical systems, mechanical systems, basic plumbing & building maintenance.
- Must have a passion for continuous improvement.
- Must have ability to quickly learn how materials flow through a particular process and/or a sequence of operations.
- Open communication and interpersonal skills are required in relationships with both internal and external customers within the organization.
- Must have solid computer skills.
- Must maintain professionalism and high integrity at all times.
- Requires the ability to work with minimal supervision.
- Must be able to juggle multiple priorities at one time and ensure that those tasks are completed consistently, satisfactorily and on time.

- Must have flexibility in work schedule, particularly on days when project or downtime repair work is occurring.
- Requires initiative to recognize equipment design problems or other maintenance related issues throughout the facility.
- Must have solid problem solving skills.

EDUCATION and/or EXPERIENCE

High school diploma and 7 – 10 years of experience in a flour milling, food processing or other related manufacturing field is required. Must have supervisory experience. A college degree in a manufacturing or maintenance related field is preferred.

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. Must be able to lead training sessions on a variety of topics.

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 50 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.