

# JOB DESCRIPTION

## Top Mechanic

### Summary

This position takes a lead role in directing and performing plant maintenance and construction.

### Principal Working Relationships

- Supervisor Campaign: Shift Maintenance Supervisor
- Supervisor Inter-Campaign: Shift Maintenance Supervisor or other equivalent Inter-Campaign Supervisor
- Others: Maintenance Manager, Shift Superintendent, Machine Shop Supervisor, Other Maintenance and Operating Personnel

### Essential Job Duties

- The Top Mechanic is involved in preventive maintenance on, installation of, and identifying and repairing problems on the following types of equipment:
  - ▶ Pumps, Fans, and Compressors
  - ▶ Gearboxes
  - ▶ Conveyors
  - ▶ Turbines
  - ▶ Piping and Valves
  - ▶ Tanks and Pressure Vessels
  - ▶ Buildings
  - ▶ Large Rotating Equipment
  - ▶ Other Specialized Equipment
- The Top Mechanic takes a lead role as the top-ranking mechanic on the crew and in addition to performing plant maintenance and construction, is expected to be able to lead and teach other maintenance personnel. The Top Mechanic is also expected to be able to fill in as a Shift Maintenance Supervisor when needed.
- Assist in monitoring and controlling the morale and discipline of maintenance personnel.
- Assist in training maintenance personnel and assure they are knowledgeable and competent in their assigned jobs.
- Assure that all work areas are kept clean within the food safety, feed safety, and sanitation guidelines.
- Complete reports as required. (Must be able to certify understanding of environmental requirements.)
- Develop the process and mechanical skills of self and others through training.
- Use people, time, equipment, and material in the most efficient manner.
- Report mechanical, electrical, instrumentation, environmental, food safety, feed safety, and operational problems, and unsafe conditions to supervisor.
- Use Computerized Maintenance Management System to write, schedule and complete service calls.
- Other duties as required by the business.
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

### Qualifications

- High school education or equivalent.
- Three years of mechanical experience required.
- Good understanding of process operations.
- Should be motivated, willing, enthusiastic, and promotable.
- Good attendance, safety, disciplinary, and overall employment records.
- Ability to communicate and work cohesively with others.
- Demonstrated leadership qualities and is a working crew leader.
- Demonstrated proficiency in, or applied knowledge of the following:
  - ▶ Identification and working with metals
  - ▶ Basic arc welding
  - ▶ Identification and working with non-metals
  - ▶ Flame cutting
  - ▶ Work planning and setup
  - ▶ Blueprint reading
  - ▶ Elements of mechanics
  - ▶ Basic electricity
  - ▶ Bearings
  - ▶ Lubrication
  - ▶ Drive components

- ▶ Pumps
- ▶ Measurements and alignment
- ▶ Piping systems
- ▶ Hand and power tool
- Proficiency in, or applied knowledge of the following are desired:
  - ▶ Gas welding and brazing
  - ▶ Plasma cutting
  - ▶ Basic steam plant operations
  - ▶ Hydraulics
  - ▶ Heating, ventilating, and air conditioning systems
  - ▶ Pneumatics
  - ▶ Basic machine shop
  - ▶ Construction
  - ▶ Coatings and painting
  - ▶ Rigging
  - ▶ Engines and turbines
  - ▶ Arc welding
  - ▶ Computer skills
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels

**Physical Demands and Expectations**

- Able to stand or walk on concrete floors for an entire eight hour shift if necessary
- Able to bend and lift – 20 to 100 pounds
- Able to climb stairs
- Able to work in temperature extremes (cold and hot)
- Able to work in noisy and dusty conditions
- Able to work on rotating shifts up to six days per week. A normal shift will consist of eight hours with a scheduled sixth day every four weeks

**Acknowledgement**

I have reviewed this job description and am able to perform all duties required.

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Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_