



MAINTENANCE TECHNICIAN

Location: Montgomery, IL

Department: Maintenance

Reports to: Departmental Maintenance Manager

Shift: 1st & 2nd

Hourly/Salaried: Hourly

Job Summary:

Provide mechanical support service in response to operational changes resulting from the malfunction, breakdown, relocation, replacement or other modification of existing mechanical systems and/or equipment.

Essential Functions, Duties & Responsibilities:

- Must achieve Minimum Effectiveness Level (MEL) within 3 years of Hire date.
- Assist maintenance team and support all aspects of the maintenance department as needed or directed.
- Complete maintenance work orders accurately and on time.
- Perform emergency equipment repairs alone and/or with assistance of other IMT's.
- Perform preventive maintenance on plant equipment or machinery.
- Work in accordance with quality, safety, sanitation standards, quality policies and guidelines.
- Ability to work in a team based environment.

Knowledge, Skills & Abilities:

- Follow diagrams, operation manuals, manufacturing instructions and troubleshooting malfunctions.
- Complete all appropriate documentation as required by IMT system and management.
- Communicate with all levels in organization.
- Ability to work independently to make decisions with minimal supervision.

Education & Experience:

- General industrial mechanical maintenance and/or electrical system experience preferred.
- Must be able to speak read and write English.
- High School diploma or GED preferred.



The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of what is required of personnel so classified. Furthermore, they do not imply or establish a contract for employment and are subject to change at the discretion of the employer.

Butterball, LLC is an equal opportunity employer and is committed to the fair and impartial treatment of all employees and applicants for employment without regard to race, color, religion, sex, age, national origin, disability, marital status, veteran status, sexual orientation or other protected status under applicable law.



Maintenance Superintendent

Location: Montgomery

Department: Maintenance

Reports to: Maintenance Manager

Shift: 2nd Shift

Position Type: Salaried

FLSA status: Exempt

Job Summary:

This person will perform complex, non-repetitive, managerial duties which will monitor department performance on a daily basis. Direct all Maintenance Supervisors and associates and ensure that all paperwork is distributed & being filled out properly in a timely manner. Maintain a safe environment to work in and to monitor all necessary procedures. Proficient computer skills

Essential Functions, Duties & Responsibilities

- Responsible for the performance and productivity of the Maintenance Supervisors in their assigned areas.
- Be responsible for assigned areas of asset 24-7.
- Establish goals for their Supervisors that are consistent with established Maintenance goals.
- Design and manage Supervisors transitions to ensure daily events are well communicated to the next shift.
- Fill in on any shift where help is needed to make sure their asset areas are maintained properly.
- Coach Supervisors regarding team building, communication, utilizing manpower and equipment assets and budget process.
- Interpret company policies to Supervisors and enforce safety regulations.
- Suggest changes in working conditions and use of equipment to increase efficiency of shop, department and/or maintenance crews.
- Initiate and/or suggest plans to motivate associates to achieve company goals.
- Analyze resolve, repair, construction and/or equipment modification problems or assist associates and/or contractors in solving related problems.
- Interpret specifications, blue prints and job orders to associates and outside contractors. Establish or adjust work procedures to meet project and production schedules.
- Recommend measures to improve production methods, equipment performance and quality of product. Confer with manager and Supervisors to coordinate activities of individual departments relative to maintenance and construction projects.
- Plan, budget and schedule facility modifications including cost estimates, bid sheets, layouts and contract for construction and acquisitions

Additional Responsibilities:

- Maintain sound personnel policies and practices.
- Works and/or communicates well with fellow supervisors and people from support areas such as Engineering, Materials, Production, HR, Quality Assurance, etc.
- Maintains the technical and managerial skills required to effectively administer the production process.
- Perform other duties as assigned.

**Knowledge, Skills & Abilities:**

- Ability to work independently and constructively without direct and constant supervision
- Strong critical-thinking and problem-solving skills to resolve issues independently
- Excellent verbal and written communications skills to participate in meetings, conduct presentations, and communicate business information to all parties regardless of their level in the organization
- Functional proficiency with computer software programs, including but not limited to e-mail programs, word processing, spreadsheets, and visual presentations
- Strong practical, working knowledge of electrical and mechanical systems
- Ability to work flexible schedules, including weekends, nights and holidays

Education & Experience:

Bachelor degree in mechanical, chemical, or electrical engineering required or equivalent work experience in a relevant field with experience of the same nature (engineering)

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