



Now Hiring Top Mechanic

Summary

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

Essential Job Duties

- The Top Mechanic is involved in preventive maintenance on, installation of, and identifying and repairing problems on 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
- Assist in monitoring and controlling the morale and discipline of maintenance personnel
- Train employees as a Mechanic IV, Mechanic III, and Mechanic II, and Utilityperson, and Repairperson in NCCER levels that have been successfully completed
- Lead jobs and assign duties to team in order to successfully complete a task
- From time to time, fill in for shift supervisor in accordance with the CBA
- Assure that all work areas are kept clean within the food safety, feed safety, and sanitation guidelines.
- Complete administrative tasks, duties, and reports as required in a timely manner
- 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
- Good attendance, safety, disciplinary, and overall employment records
- Embrace teamwork
- 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
- Successfully completed NCCER Leadership coursework as assigned by MDFC, and the associated Performance Profile Sheets
- Combined 4 years of Mechanic IV, Mechanic III, Mechanic II, and Utilityperson, and Repairperson experience or equivalent education and experience
- Good understanding of process operations
- Motivated, willing, enthusiastic, and promotable
- Ability to communicate and work cohesively with others
- Demonstrated leadership qualities and is a working crew leader
- Promotion to Top Mechanic is at the discretion of Management

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 up to 50 pounds
- Able to climb stairs
- Able to work in temperature extremes (cold and hot)
- Able to work in noisy and dusty conditions

Minn-Dak Farmers Cooperative

Attn: Denise • 7525 Red River Road • Wahpeton, ND 58075

Email: jobs@mdf.coop or dhennessy@mdf.coop

Phone: 701.671.1338

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Minn-Dak Farmers Cooperative is a drug-free workplace. All new hires must pass a pre-employment drug screen and background check.



How Did You Learn About Us?

- | | |
|--|---|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Relative _____ |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Friend _____ |
| <input type="checkbox"/> Employee Referral | <input type="checkbox"/> Other _____ |

FOR OFFICE USE ONLY

Form 8850 filled out:

☐ Yes ☐ No

Follow up needed:

☐ Yes ☐ No

Date: _____

Position Applied For: _____

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____
Number Street City ST Zip

Telephone Number: _____

Email Address: _____

Best time to contact you at home is: _____ ☐ AM ☐ PM

If you are over 18 years of age, are you authorized to work in the United States? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No

If yes, when? _____

Have you ever been employed with us before? ☐ Yes ☐ No

If yes, when and who was your supervisor? _____

Can you travel if a job requires it? ☐ Yes ☐ No

Date available to start work: _____

What is your desired salary? _____

Are you available to work: ☐ Rotating shifts ☐ Full Time ☐ Campaign (appx Sept-May) ☐ Harvest (appx Sept-Oct)

Have you ever been convicted of a felony? ☐ Yes ☐ No

(A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.)

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School or GED				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Describe any job-related training received in the United States military:

REFERENCES

Name:	Address:	Phone:
Name:	Address:	Phone:
Name:	Address:	Phone:

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. Include resume if available.

Employer Information Company Name:	Dates Employed	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	Salary	
Supervisor:	Starting:	
Reason for leaving:	Ending:	
Employer Information Company Name:	Dates Employed	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	Salary	
Supervisor:	Starting:	
Reason for leaving:	Ending:	
Employer Information Company Name:	Dates Employed	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	Salary	
Supervisor:	Starting:	
Reason for leaving:	Ending:	

AUTHORIZATION AND RELEASE

I authorize Minn-Dak Farmers Cooperative to contact any prior employers or references listed and release them and you from any liability arising from disclosures of information concerning my past employment history.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision and that the Employer will use the information provided to make the best employment decision. This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I accept and will follow all policies, procedures and rules of the Employer. I understand that false or misleading information given in my application or interview may result in discharge

Signature of Applicant

Date

Please help us understand you better by answering these questions.

It's important that you answer the questions honestly, so that we can accurately assess your fit with the job you may be considered for and the organization. Please be aware that your answers may be verified during your interview or during reference checks.

Why are you seeking employment with Minn-Dak Farmers Cooperative?

Have you been terminated from a job in the last five years? ☐ Yes ☐ No

Have you ever received a disciplinary action for attendance or other issue?

Attendance ☐ Yes ☐ No

Other Issue ☐ Yes ☐ No

If yes, please explain

What is the ultimate position you would like to obtain at MDFC?

Do you consider yourself a hard-worker and a team player? ☐ Yes ☐ No Why?

What makes you the best candidate for a job at Minn-Dak Farmers Cooperative and how would the company benefit from hiring you?