



Maintenance Assistant

Buffalo Creek Mills was born from the desire to make a positive impact within the community of Altona, to serve the producers in our area, and to become a world-class producer of oat products. By repurposing a facility abandoned during the 2008 financial collapse, we are building back into the community. Buffalo Creek Mills is a growing oat processing facility looking to expand our team. We value individuals with energy that look to help create a positive workplace and long-term relationships with all of our stakeholders.

Buffalo Creek Mills is expanding, which means new employment opportunities are available. We are currently accepting applications for a Production Manager. This is a leadership position that is part of a team that will actively build and guide the company into the future.

Job Purpose:

The primary purpose of the Maintenance Assistant is to assist the Plant Millwright in maintenance duties, so as to maintain the healthy function of all plant equipment and buildings.

Key Responsibilities:

- Assist in daily facility, equipment, and property inspections.
- Assist in performing preventative-, corrective-, short-, and long-term maintenance.
- Assist in maintaining accurate records by documenting observations, work performed, and parts inventory.
- Assist in troubleshooting machinery and automation failures.
- Responsible to be scheduled on-call in case of plant breakdowns or maintenance related issues.
- Responsible to comply with applicable Health & Safety, Food Safety, and Human Resource policies and procedures.
- Other duties as assigned.

Preferred Characteristics:

- Ability to prioritize work while maintaining attention to details and time constraints.
- Experience in equipment instrumentation.
- Experience in industrial maintenance would be considered an asset.
- Experience working with steam boilers and related systems would be considered an asset.

Minimum Qualifications:

- Experience in general maintenance.
- Self-motivated with the ability to work independently and in a team environment
- Ability to lift weighted objects and stand and walk for extended periods of time.
- Valid driver's license.

Employment:

- Full time, Monday through Friday.
- Overtime may be required.
- Start date to be determined.

Salary and Benefits:

- Salary is negotiable based on knowledge and experience.
- Competitive benefits package and group retirement savings plan is offered.