

MAINTENANCE MANAGER

QUALIFICATIONS

- Possess 3+ years of experience managing a team.
- Possess strong leadership skills
- Ability and desire to train others
- Possess strong verbal and written communication skills
- Good interpersonal skills
- Knowledge of maintenance procedures for centrifuges, drying equipment, boilers, cooling towers, pumps, valves, electrical circuits, and 4-20 milliamp instrumentation is also beneficial
- General computer skills necessary
- Machinery experience required
- Ability to follow standard operating procedures
- Must be detail orientated
- Able to follow direction
- Possess logical problem solving ability
- Strong work ethic and self-motivated.
- Ability to manage confined space entry, hotwork, line breaks and lock out / tag out permits.
- Excellent safety awareness and attitude
- Excellent housekeeping and sanitation habits
- Able to learn new skills and responsibilities
- Accuracy in record keeping and parts inventory.
- Good organizational skills
- Must be clean shaven

DESCRIPTION OF DUTIES

- Coordinate and support maintenance personnel to achieve completion of workload
- Coordinate and discuss plans with Plant Manager and Production Manager to maximize performance
- Develop a preventive maintenance schedule for process equipment, which is complete and effective
- Purchase all parts and supplies
- Work with all Plant Departments.
- Manage the department to within a pre-approved budgeted cost and staffing guideline
- Plan, organize and provide leadership for all processes and personnel related to an efficient and cost effective operation
- Provide overall leadership and coordination of combined group efforts at the plant
- Develop a self-directed workforce that is focused on compliance and continuous improvement
- Ensure compliance with company, federal and state regulations
- Create and maintain a safe work environment

- Ensure implementation of projects concerning the overall health and safety of all our employees
- Ensure that all maintenance employees receive proper training for safe and efficient operation and completion of projects
- Maintain an awareness of the total facility regarding corrosion protection and general operating conditions
- Assist in developing and implementing annual expense and capital budgets. Organize biannual shutdown scopes of work and cost.
- Assure that repairs are in compliance with all codes and regulations
- Maintain facility and personnel in optimum condition to assure minimal response time in the event of emergency conditions
- Oversee maintenance and housekeeping to maintain physical condition and appearance of our facilities which reflect the standards of quality and service of our business
- Performs duties in a safe manner, utilizing all approved safety equipment, and successfully completing all safety certification requirements
- Assemble and maintain the spare parts inventory with particular attention to items with significant procurement lead time.
- Work closely with production and lead staff in training to reduce or eliminate downtime.
- Support efforts to maximize production through creative problem solving, adaptation, and correction of process bottlenecks
- Complete any and all tasks assigned by the Plant Manager
- Organizing, stocking and managing the maintenance shop
- Maintain and improve an already existing preventative maintenance program

REPORTING TO THIS POSITION: All employees in maintenance department

POSITION REPORTS TO: Plant Manager

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands:* While performing the duties of this job, the employee is required to walk; sit; use hands and fingers, to handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop; talk and hear. The employee must lift and/or move up to 50lbs. Specific vision abilities required by the job include close vision, color vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work Environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate. Some areas have been designated areas to use hearing protection. Hard hat, safety glasses, and leather gloves are required in designated areas.