

MAINTENANCE CMMS

QUALIFICATIONS

- Possess strong verbal and written communication 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 helpful
- Ability to follow standard operating procedures
- Must be detail orientated
- Able to follow direction
- Possess logical problem solving ability
- Strong work ethic
- Excellent safety awareness and attitude
- Excellent housekeeping and sanitation habits
- Excellent communication skills and ability to work well with others
- Able to learn new skills and responsibilities
- Accuracy in record keeping
- Good organizational skills
- Ability and desire to train others
- Possess strong leadership skills
- Hard working and self-motivated
- Possess strong verbal and written communication skills
- Good interpersonal skills

DESCRIPITON OF DUTIES

- The Computerized Maintenance Management System (CMMS) Manager is responsible for the operation, accuracy and implementation of the computerized maintenance system for this facility.
- This system provides the database of equipment, list of scheduled tasks and the schedule of when key activities and preventative maintenance are to be performed for each piece of equipment.
- Ensure work orders are being performed in an efficient manner.
- Proficient in basic computer applications and software including MS Office applications.
- Adding or editing any parts, repairs, time for each Maintenance Tech, and closing work orders at time of completion.
- Inventory Control is responsible for maintaining acceptable and accurate inventory levels.
- Labeling all inventory parts.
- Keep a clean, efficient and organized warehouse and office.
- Performing physical inventory count every year.
- Works closely with Maintenance Manager.
- Coordinate all activities associated to procurement and inventory of materials and supplies for the company.
- Requests and processes quotes and procurement of supplies, parts, and contractors.
- Review Contractor contracts.
- Prepares Purchase Orders.
- Works closely with Vendors and Contractors.
- Verifies and keeps records on incoming and outgoing shipments.
- Prepares items for shipment
- Receives shipment, inspects for any damages, verifies quantities to Purchase Order and closes order.

REPORTING TO THIS POSITON: None at this time

POSITION REPORTS TO: Maintenance 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.