



MAINTENANCE MANAGER

Division/Department: Maintenance
Shifts: Monday – Friday and as needed
Job title: Maintenance Manager
Reports to: Plant Manager

Level/Grade:	Type of Position <input checked="" type="checkbox"/> Full – time <input type="checkbox"/> Part – Time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours <u>40</u> /week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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Purpose/Scope of Position

Maintain the equipment, buildings and grounds of the plant, directing staff and overseeing the upkeep of equipment and supplies. Make sure the equipment, buildings and grounds are maintained, which entails daily and weekly preventive maintenance schedules as well as determining and scheduling emergency repairs, renovation projects, waste reduction improvements and safety inspections. Responsible for maintaining functionality in all plant equipment.

Responsibilities/Duties (inclusive of but not limited to):

Management and Administration

- Planning, assigning and directing work.
- Monitoring and continually improving maintenance processes to minimize operating cost and to achieve enhanced levels of efficiency of all maintenance personnel performance.
- Providing leadership and guidance to all maintenance department employees.
- Goal setting, appraising performance, and monitoring of workers to improve performance.



- Confers with management, engineering, and quality assurance personnel to resolve maintenance problems and recommend measures to improve operations and conditions of machines and equipment.
- Inspects operating machines and equipment for conformance with operational standards.
- Oversight all new capital expenditure items including equipment purchases, contracted labor, and in – house construction, renovation, and fabrication projects.
- Review production, quality assurance, and maintenance reports and statistical to plan and modify maintenance activities.
- Meets maintenance operational standards by contributing maintenance information to strategic plans and reviews, implementing production, productivity, quality, and customer-service standards – resolving problems.
- Evaluates functionality and reliability of facility systems and associated equipment by conferring with operating departments; identifying problems and requirements.
- Provides on and off hour emergency response including equipment repair, damage control, and assignment of employees as needed.
- Ensuring that all the staff on maintenance team follows company policies and procedures.
- Report to Senior Management issues and improvements on equipment, building and grounds.

Engineering, Safety and Environmental Compliance

- In charge of building maintenance operation, custodial care, room setups, fire and safety programs, and equipment inventory control.
- Implement and maintain preventive as well as predictive maintenance programs.
- Ensuring that periodic and preventive maintenance are appropriately scheduled and accomplished and that emergency troubleshooting and maintenance support are readily available as needed.
- Directs maintenance activities on utility systems to provide continuous supply of heat, steam, electric power, gas, and air required for operations.
- Directs employees or contractors engaged in buildings and grounds maintenance activities.
- Schedules repair, maintenance, and installation of machines, tools, and equipment to ensure continuous production operations.
- Managing the staff performance and activities for maintaining all plant machinery to ensure safe, continual and efficient operations.
- Maintains safe and healthy work environment by following standards and procedures; complying with legal codes and regulations.
- Accomplishes maintenance and plant mission by completing related results as needed.

Reporting

- Ensuring effective communications and status reports are maintained with the entire management team.
- Files charts, log sheets and documents pertaining to maintenance activities and ensuring



they are accurate.

- Make policy recommendations in Senior Management meetings.

Food Safety Responsibilities

- Provide oversight of maintenance food safety systems.
- Perform all other food safety duties as assigned by the Plant Manager.

Absence Management

- In the absence of the Maintenance Manager, the Production Manager will assume these food safety responsibilities.
- In the event that both the Production Manager and Maintenance Manager are absent, then the Plant Manager will appoint Senior Management Team members to assume the respective food safety responsibilities.

Education/Training

- Bachelor's Degree in Engineering or Business Management preferred although significant experience and special training may be acceptable in lieu of a degree.
- Knowledge of HACCP and Statistical Process Improvement.
- 5+ years of Food Processing experience in a maintenance function.

Skills

- Excellent leadership skills: Communicate clear objectives, provide feedback, suggest improvement for individual performance, coaches delegation.
- Exceptional organizational, management, planning, and executing and problem solving skills.
- Ability to prepare comprehensive written reports and correspondences, represent ideas clearly and concisely, and make presentations.
- Ability to analytically and systematically troubleshoot manufacturing processes an issue.
- The ability to make effective decisions under pressure.
- Experience in strategic planning and execution.
- Knowledge of contracting, negotiating, and change management.
- Skill in examining and re-engineering operations and procedures.
- Experience in formulating policy, and developing and implementing new strategies and procedures.
- Manage conflicting priorities within tight deadlines.
- Needs to have integrity and should be honest in dealings without misusing power.
- Ability to research information and analyze data to arrive at valid conclusions, recommendations and plans of action.
- Ability to meet or exceed the company's attendance and punctuality standards.



- Affective ability to multi-task.
- Excellent verbal and written communication skills (technical writing skills required).
- Skills in maintaining working relationships with vendors, suppliers, customers, and peers.
- Ability to motivate teams and simultaneously manage several projects.
- Work requires willingness to work a flexible schedule and travel.
- Reliable, responsible, and dependable, and fulfilling obligations.
- Careful about detail and thorough in completing work tasks.
- Creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- Ability to work under pressure.
- Should be able to create a strong team of leaders.

Salary

- DOE

Benefits

- Excellent benefit package available: 401k, medical, dental, vision, disability, life insurance, vacation, PTO, and holiday pay, subject to applicable eligibility and waiting periods.