

Classification: Exempt Salary
Reports to: VP of Operations
Date: February 16, 2017

Maintenance Manager

Job Summary:

We are looking for a team-building manager who is able to assess and motivate the maintenance team, effectively support and repair the equipment to avoid downtime and breakdowns, implement and maintain a PM system, and assist in installing capital equipment. You will be the “right hand” to the plant manager and VP of Operations and help them to continuously improve the plant.

The role is fairly straightforward in regards to PM’s, maintenance budget, people management, vendor management, and keeping your machines up and running. Expect to conduct general training on PM and on safety (LOTO, Arc Flash, etc.) for your team and outside contractors as needed. Troubleshooting complex problems that the team struggles with is a part of this job, but PLC programming is not a need in this position. You will be part of a project team for capital equipment and facilities upgrades...

Responsibilities and duties

- Schedules, trains, supervises and motivates employees for the Maintenance department
- Coordinate work performed by outside vendors
- Ensure efficient repair schedules and review repair cost estimates
- Prioritize the maintenance and repairs of company equipment and parts
- Minimize the overall cost of ownership through proper PM and maintenance and proactive actions
- Control and monitor inventory
- Work within the budget and help to reduce costs overall while not sacrificing safety or operational performance
- Ensure that all vehicles are cleaned, fueled and in proper working order
- Implement safety policies and procedures for the department

Education and Qualifications:

- Bachelor’s Degree in Engineering or related field required and/or 10+ years’ experience in maintenance management role.
- strong knowledge of the manufacturing industry
- Strong knowledge of engineering concepts, including electrical, hydraulic and mechanical systems
- Ability to interpret blueprints, specifications and schematics
- Skill or at least good working knowledge in various crafts such as electrical, electronic, PLC, welding, machining, etc.
- Effective interpersonal and written communication skills
- Able to work in a fast-paced environment and multi-task effectively.
- Excellent organizational and prioritization skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and MMS systems

Supervisory Responsibility

This position will supervise all Maintenance personnel.

Work Environment

This job operates primarily in a plant/office environment with most of the work being performed in the plant where it may be loud. This role routinely uses standard office equipment such as computers, phones, etc.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift up to 50 pounds.

Position Type/Expected Hours of Work

This is a full-time position. Hours of work are Monday through Friday, 7:00 a.m. to 3:00 p.m., 40 hours per week or as necessary for business demands.

Travel

Minimal travel is expected for this position.

AAP/EEO Statement: SAI is an Equal Opportunity Employer and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____