



Maintenance Manager

Reports To: Plant Manager
FLSA Status: Exempt
Department: Operations

JOB RESPONSIBILITIES:

Maintenance Managers are responsible for supervising the maintenance staff. They work with the Production Manager, Lab Manager, and other Plant Management as a team to coordinate and discuss plans to maximize plant performance. Maintenance Managers are also in charge of coordinating and supporting the plant maintenance personnel, and contractors to achieve safe, efficient completion of the workload. This team member is also accountable for developing preventative and proactive maintenance schedules for process equipment.

ESSENTIAL JOB FUNCTIONS

- Develop a preventative and proactive maintenance schedule for process equipment, which is complete and effective in maximizing equipment reliability.
- Responsible for maintenance planning to determine and plan required projects, status of ongoing projects, and scheduling of future projects.
- Assist the Plant Manager in developing the annual Repair and Maintenance budget, and annual Capital Expense budget.
- Supervises support staff on a day-to-day basis, including determining workloads and schedules, implementing and interpreting policies and procedures, evaluating and training staff, approving and making hiring and termination recommendations. Responsible for performance management of all direct reports.
- Coordinate and support plant maintenance personnel, and contractors to achieve completion of workload in a safe, efficient manner.
- Coordinate and discuss plans Plant Manager, Production Manager, and other Plant Management to maximize plant performance.
- Ensure that all plant policies are implemented and followed.
- Contact contractors and vendors directly when needed to assist in troubleshooting and maintaining plant equipment.
- Purchase or coordinate purchasing of all parts and supplies.
- Responsible for assembling and maintaining spare parts inventory to ensure minimal plant downtime.

EXPECTATIONS

- Actively promote GLE's Vision, Mission, Values and Guiding Principles with team members, outside vendors, and customers.
- Work closely with production and lead staff in training to reduce or eliminate down time.

- Create and present reports detailing maintenance activities, state of plant equipment, shut down planning, and cost control.
- Support efforts to maximize production through creative problem solving, adaptation, and correction of process bottlenecks.
- Communicate maintenance performance to the Plant Manager and carry out all directives from the Plant Manager.
- Effectively communicate with Management team and other departments to keep them informed and resolve issues.
- Meet with various vendors that supply production related products.
- Coordinates maintenance activities through planning with staff to insure that total maintenance objectives are accomplished in a timely and cost-effective manner.
- Maintain a high level of customer service and friendly atmosphere.
- Focus on continuous improvement in all aspects of the job.
- Promote GLE in the community.
- Maintain a team environment with all other plant departments
- Other duties as assigned.

KNOWLEDGE AND SKILLS:

Experience:

- Three (3) to five (5) years of lead/supervisory/managerial experience is highly preferred.
- Must have working knowledge of maintenance procedures for centrifuges, drying equipment, boilers, cooling towers, chillers, air compressors, pumps, valves, electrical circuits and equipment and 4-20 milliamp instrumentation.
- Must have experience with computer programs such as MS Word and Excel.
- Knowledge of OSHA and EPA regulations are also a requirement.

Education: Must have at least a High School Diploma or equivalent and some training within a manufacturing/production maintenance environment.

Interpersonal:

- Must be able to work in and contribute to a team environment.
- Is willing to lead by example and demonstrate servant-leadership.
- Is always willing to resolve problems in a respectful manner.
- Individual desires to promote the collective interests of the team more than self-interest.

Skills:

- Has technical expertise in functional area.
- Must be a self-starter, highly organized; able to work well within all levels in the organization.
- Good people management skills and overall business managerial skills.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this position, the Team Member will be exposed to moving, mechanical parts, dusty conditions, high noise levels, internal and external temperature/weather conditions, and exposed to chemicals.

Team Member may work in confined spaces; crawl; climb ladders and/or steps up to 175 feet; and lift up to 60 pounds. May be called in as needed to support the continuous operation of the plant – this team member must be able to meet call-in requirements as needed.

Specific Physical requirements include:

- Occasionally working on confined spaces
- Occasionally lifting weights of sixty (60) pounds or less.
- Climbing several flights of stairs and ladders up to 175 feet
- Opening valves.
- Occasionally bending, twisting, and turning while lifting weights of less than fifty (50) pounds.
- Occasional lifting of weights greater than fifty (50) pounds.
- Data entry while seated for greater than one (1) hour.
- Walking up to one (1) mile per day.
- Pushing brooms, shovels, etc.
- Working at heights, in confined spaces, and at temperatures from -20 to +100 degrees.
- Standing for extended periods of time.