

**Position:** MAINTENANCE MANAGER

**Directly Report To:** Warehouse Operations Manager

**Salary:** \$40,000-50,000

**Job Description:**

Responsible for managing the safe maintenance, repair or replacement of plant equipment and systems, to ensure maximum production quantity and quality, while supporting the policies, goals and objectives of the company.

**Duties and Responsibilities:**

1. Participate in objective setting, plan development and performance review of plant performance
2. Initiates, implements, and manages the plant maintenance program based on best practices, with an emphasis on planning/scheduling preventive/predictive maintenance
3. Monitors the use and inventories of spare parts, maintenance supplies, and equipment, and also initiates reordering when necessary
4. Matches quotes to invoices, signing off on all invoices for the warehouse including but not limited to utilities, HVAC, machinery, spare parts, racking, conveyers, waste removal, and house cleaning supplies
5. Maintains and repairs maintenance shop equipment
6. Establishes and maintains a computerized maintenance management system (CMMS) for tracking work orders, spare parts, and maintenance history of plant equipment
7. Prepares reports, analyzes data, and makes recommendations for improving plant operations and solving maintenance-related problems
8. Supervises plant maintenance and housekeeping personnel
9. Ensures that maintenance technicians are adequately trained, equipped, and motivated so that the maintenance program can be accomplished in a safe, timely, and cost-effective manner
10. Maintains and updates ISO operating, training, and lock/Tag/Try manuals for the maintenance department
11. Reviews and monitors the operation of plant equipment and systems constantly, to minimize unplanned downtime, anticipate and solve problems in a timely manner, and to identify opportunities for improvement
12. Initiates and carries out projects that improve efficiency and/or reduce operating costs
13. Tracks, analyzes and improves key maintenance parameters such as asset utilization, maintenance cost, PM compliance, schedule compliance, etc
14. Communicates directly with the operations department to coordinate maintenance and repair work in other departments
15. Responsible for managing maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, electrical, roof, lighting, parking lot and lawn care
16. Implements programs and procedures required to ensure plant cleanliness
17. Maintains the master key list and ensures that keys are distributed to the appropriate personal.
18. Maintains/Updates the ADT website so that the correct phone numbers and contacts are listed in case of an emergency.
19. On call 24/7 for emergencies.
20. Assists with planning and implementing plant improvements and expansions. Responsible for startup and shut down of facility
21. Identify/secure critical supply and service agreements.
22. Files correct safety paper work for contract projects, oversees all contractor work
23. Assists with interviewing, hiring, and training of maintenance and housekeeping employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.
24. Assist in the design and manufacturing of tools and molds for production machinery.
25. Provides input and approval on all new products packaged (in house)
26. Assists IT with day to day computer problems and coordinate & assists with start up and shut down of servers during power outages.
27. Participate and conduct safety training programs in coordination with the Safety Manager
28. Lead and carry out accident investigations as needed and compliance with company requirements
29. All other related duties as assigned.

**Education and Experience:**

1. High School diploma or equivalent +5 years experience in the maintenance and/or operation of a manufacturing facility or equivalent combination of education and experience.
2. In-depth knowledge of packaging plant or industrial maintenance
3. Experience with repairs and maintenance of processing equipment.

**Knowledge and Skills:**

1. Proficient in Microsoft Office
2. Must have the ability to work effectively with Computerized Maintenance Management System (CMMS) and train others on its operation.
3. The employee must regularly lift and /or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
4. The employee must be able to climb ladders and work in high, precarious places up to elevations of 35 feet.