

Position Title

Maintenance Manager

Date Prepared

April 18, 2001

Department

Maintenance

Location

Brainerd

Reports to: Vice President of Operations**I Position Purpose**

- Supervises the maintenance staff and oversees all aspects of the maintenance function, to
- ensure that the facility and equipment are maintained and/or repaired in an orderly and
- quality fashion to keep the plant operating productively and as profitable as possible.
- Performs all electrical wiring.

II Budget Dimensions

- Overtime is maintained at minimum levels
- Aids in controlling internal costs through effective and efficient scheduling of equipment and staff.
- Ensure all maintenance, repairs and wiring are done as cost effectively as possible, concentrating on the long term operations of the equipment and facility.
- Provide feedback to Vice President of Operations on opportunities for improvement within the scope of the position.

III Primary Functions: Duties, Responsibilities and Expectations

- Assigns work to department personnel.
- Maintains records necessary to control costs and schedules.
- Administers company policies and procedures within the scope of the department.
- Keeps abreast of new methods, processes and procedures in order to keep department
- Up-to-date, recommends changes as appropriate.
- Establishes and maintains work schedules. Schedules vacations. Authorizes overtime when necessary. Coordinates multi-shift operations.
- Keeps Vice President of Operations informed of work load and any problems or issues.
- Consults with Vice President of Operations on any schedules and production delays.
- Report all safety concerns to the Vice President of Operation or Safety Director.
- Complete necessary documentation and follow up on any accident or injury reporting.
- As a department, develop and implement a preventative maintenance program for all plant equipment.
- Create spare parts inventory to ensure continuous operation of all equipment.
- As a lead person, works with remainder of maintenance staff in fulfilling the responsibilities of the maintenance technicians.
- Completes all scheduled and emergency maintenance and repair work to facilities and equipment as required. Be available on call as needed.
- Maintains all production equipment and general facility.
- Trouble-shoots problems with production equipment and takes measures to solve the
- problems.
- Performs preventative maintenance activities on the facility and all manufacturing equipment as needed.

- Performs safety measures in the design and installation of equipment.
- Makes regular daily visual inspections of building, grounds, facilities, equipment, and projects in process or completed.
- Follows up on and studies recurring facilities oriented failures in an effort to find solutions.
- Maintains an inventory of supplies and materials necessary for the operation of the building and manufacturing.
- Understands and maintains company safety policy.
- Identifies workplace hazards, which exist or could develop and corrects problems.
- Performs work to ensure procedures are within safety and governmental compliance.
- Informs co-workers and employees of precautions and equipment.
- Trains others in the use of protective equipment when required.
- Responsible for complying with EPA and OSHA requirements.
- Obtains necessary environmental permits to operate equipment that release volatile organic compounds (VOC's) and/or produce hazardous waste. Ensures compliance with all applicable local, state and federal environmental rules.
- Responsible for complying with local fire codes and participating in Fire Department inspections.
- Maintains a clean and orderly maintenance area.
- Ensure all parts and supplies are put in the proper storage areas.
- Accurately record all repairs and maintenance performed in a repairs and maintenance log.
- Complete hazard and work order reports and return to safety committee.
- Maintain a positive and professional attitude when in contact with customers and vendors.
- Performs other duties as requested.

IV Communication

Nature of Contact

* Peers	* Communication, support
* Manufacturing Employees	* Provide direction and guidance on maintenance and repairs
* Vendors	* Materials and parts issues and scheduling of outsourced repairs and downtime
* Vice President of Operations	* Direction, feedback, information exchange
* Department Supervisors	* Communicate with and support each other
* Production Support Leaders	* Communicate, support, information exchange

V Problem Solving

- Ensure maintenance activities are completed as assigned.
- Operate on a quality first basis.
- Accurately detail problems to Vice President of Operations for resolution.
- Provide support to fellow employees
- Provide guidance on quality issues

VI Education and Experience

- Extensive knowledge in systems related to manufacturing.
- Ability to plan, organize, direct, control, and lead.
- Electrician licensing
- Specialized training in carpentry, plumbing, air conditioning, and heating fundamentals.
- Extensive knowledge of all production processes, activities, equipment, materials, products, and personnel.
- Ability to anticipate problems and head them off.
- Knowledge of general maintenance procedures.
- High School Diploma or equivalent.
- Good trouble shooting skills.
- Good mechanical skills.
- Good communication skills
- Leadership ability
- Good interpersonal skills.

VII Travel/Physical Exertion

- Travel as required
- Frequent long hours, 12 hours days
- Ability to lift 60lbs on a regular basis
- Willing to work all shifts
- Willing to work as needed

VIII Other Information

- Valid Drivers License
- Clean Driving Record

Employee Signature: _____ **Date:** _____

Performance Expectations

Maintenance Manager

1 **Quality**

- A Ensure work produced exceeds expectation.
- B Provide feedback on issues that negatively impact ability to perform.
- C Work in a quality orientated manner that promotes a positive example.
- D Maintain Facility in a clean and orderly manner.
- E Maintain a positive and professional attitude with customers and vendors.
- F Maintain all designated vehicles and equipment.
- G Maintain plant environment to ensure a safe, professional and welcome atmosphere.

2 **Productivity**

- A Provide feedback to Vice President of Operations on areas of production concern.
- B Insure supplies are put in the proper storage area.
- C Aid in the flow of production through ensuring that all maintenance and repairs are completed in a timely manner.

3 **Policy**

- A Understand and accept all established company policies.
- B Provide input on areas of concern regarding company policy.
- C Maintain a professional appearance.

4 **Support**

- A Ensure manufacturing area is neat, clean and organized.
- B Perform preventative maintenance according to manufacturers timetable.