



Maintenance & Facilities Manager
Job Description

Summary:

Directs and coordinates the activities of maintenance technicians engaged in repair, maintenance and installation of machines, tools, and equipment, and in maintenance of the building, grounds and utility systems.

Essential Duties and Responsibilities:

- Reviews production, quality control, and maintenance reports and statistics to plan and modify maintenance activities. Prepares weekly reports addressing key maintenance initiatives.
- Determines work priorities, assuring that major repairs that jeopardize production are given the highest priority. Schedules repair, maintenance and installation of machines, tools and equipment to ensure continuous production operations.
- Coordinates and directs maintenance technicians to assure completion of repair and maintenance of machines, equipment, building, grounds and utility systems. Directs janitorial staff as needed.
- Develops and implements preventative maintenance program in conjunction with Management, Engineering and Maintenance staff. Tracks planned and unplanned machine downtime.
- Develops and implements a system to inventory spare parts and a procedure to maintain required stock to minimize down time. Requisitions/orders tools, equipment and supplies required for operations. Assures that the Maintenance Department is continuously well-organized.
- Plans, develops and implements new methods and procedures designed to improve operations, minimize operating costs and effect greater utilization of labor and materials.
- Interviews, hires and trains maintenance personnel. Conducts performance reviews and disciplinary actions. Calculates and approves weekly time sheets. Addresses employee complaints and resolves problems.
- Adheres to Company policies and procedures. Assures that safety rules are followed.
- Additional duties as required.

Education / Experience / Training:

- Bachelor degree.
- 5+ years of direct experience in a manufacturing environment.
- Previous experience supervising others.