

## **Assistant Manager of Maintenance – 3rd shift 11:00pm – 7:00am**

### **Job purpose**

Reporting to the Manager of Maintenance, the Assistant Manager of Maintenance is responsible for ensuring overall product quality, meeting waste/ productivity goals, machine safety and the minimization of downtime through effective equipment maintenance.

### **Duties and responsibilities**

- Oversees and participates in the recruitment, hiring, and training of team members
- Conducts performance evaluations that are timely and constructive
- Determines appropriate resolution of Team Member grievances, discipline issues, or claims of any type of harassment.
- Determines pay raises for Team Members
- Oversees day-to-day production maintenance operations and maintenance of all facilities, buildings and equipment focusing on keeping all equipment in an operating and functional condition by directing a workforce consisting of technical and non-technical employees and/or contractors.
- Provides oversight and coordination overall facilities maintenance and upkeep while maintaining a specific budget.
- Oversees Preventative Maintenance Program on all shop equipment and machines. Prioritize maintenance task list with production management.
- Influences, develops and controls budget, costs, maintenance, janitorial and vendors by planning, scheduling, implementing processes and drafting procedures. Request, review, and submit work orders, bids, and proposals from vendor.
- Utilizes strong organizational and problem-solving skills and creative thinking to introduce and manage change in order to achieve continuous improvement.
- Proven track record or leading crews
- Remain knowledgeable regarding all operational aspects of building systems including electrical, HVAC, air handling units, roof top units, plumbing, overhead doors and levelers, mechanical, process controls, power transmissions, pumps, valves, pneumatic controls and hydraulic devices.
- Develop comprehensive annual inspection process for facilities; complete weekly, monthly, quarterly, annual inspections as required for a specific asset and best practices.
- Schedule and document maintenance and repairs on building equipment (including updating equipment records)
- Schedule and document all tests and inspections to assure that the facilities follow all legislated safety, environmental, and hazardous waste codes.
- Must have rounded experience regarding all facet of maintenance, repairs, and operation of plant equipment. This experience would need to include a good knowledge of electrical, welding, and fabrication procedures and processes.
- Manage all parts and tool inventories to ensure necessary repairs are completed within minimal equipment downtime.
- Schedule all work through job priority and equipment availability to ensure all work is completed in a timely manner.
- Ensure all necessary jobs and safety training is completed and documented as required.
- Ensure all department documents are completed timely and accurately.
- Proactively addresses and corrects all unsafe behaviors and conditions.

## **Qualifications**

Qualifications include:

- Ability to work 3<sup>rd</sup> shift, 11pm-7am
- Strong working knowledge of building systems in a manufacturing facility
- Basic understanding of blueprints, schematics, control diagrams, materials, furniture, signage and finishes.
- Proficiency with Microsoft Office
- Ability to keep an "on-call" schedule with occasional work required after designated working hours, holidays and weekends.
- Must have strong verbal and written communication skills
- AA degree required
- 3-5 years leadership skills

## **Working conditions**

Requires working in open office and shop floor.

## **Direct reports**

Non-exempt Team Members