**MAINTENANCE MANAGER**

**QUALIFICATIONS**

* Possess strong verbal and written communication skills
* Good interpersonal skills
* Knowledge of maintenance procedures for centrifuges, drying equipment, boilers, cooling towers, pumps, valves, electrical circuits, and 4-20 milliamp instrumentation is also beneficial
* General computer skills necessary
* Machinery experience helpful
* Ability to follow standard operating procedures
* Must be detail orientated
* Able to follow direction
* Possess logical problem solving ability
* Strong work ethic
* Ability to manage confined space entry, climb ladders and lift 60 lbs required
* Excellent safety awareness and attitude
* Excellent housekeeping and sanitation habits
* Excellent communication skills and ability to work well with others
* Able to learn new skills and responsibilities
* Accuracy in record keeping
* Good organizational skills
* Ability and desire to train others
* Must be clean shaven
* Possess strong leadership skills
* Hard working and self-motivated

**DESCRIPTION OF DUTIES**

* Coordinate and support maintenance personnel to achieve completion of   
  workload
* Coordinate and discuss plans with Plant Operations Manager to   
  maximize performance
* Develop a preventive maintenance schedule for process equipment,   
  which is complete and effective
* Purchase all parts and supplies
* Work with the Plant Operations Manager and the General Manager
* Manage the department to within a pre-approved budgeted cost and   
  staffing guideline
* Plan, organize and provide leadership for all processes and personnel   
  related to the efficient and cost effective operation
* Provide overall leadership and coordination of combined group efforts at   
  the plant
* Develop a self-directed workforce that is focused on compliance and   
  continuous improvement
* Insure compliance with company, federal and state regulations
* Create and maintain a safe work environment
* Ensure implementation of concern for the health and safety of all our   
  employees
* Ensure that all employees receive proper training for safe and efficient   
  operation and completion of projects
* Maintain an awareness of the total facility regarding corrosion protection   
  and general operating conditions
* Assist in developing and implementing yearly expense and capital   
  budget
* Assure that repairs are in compliance with all codes and regulations
* Maintain facility and personnel in optimum condition to assure minimal   
  response time in the event of emergency conditions
* Oversee maintenance and housekeeping to maintain physical condition   
  and appearance of our facilities which reflect the standards of quality and   
  service of our business
* Assist the business unit in creating and communicating superior value   
  for our customer
* Performs duties in a safe manner, utilizing all approved safety   
  equipment, and successfully completing all safety certification   
  requirements
* Successfully completes all safety certification requirements
* Assemble and maintain the spare parts inventory
* Work closely with production and lead staff in training to reduce or eliminate downtime
* Support efforts to maximize production through creative problem solving, adaptation, and correction of process bottlenecks
* Complete any and all tasks assigned by the Plant Operations Manager
* Organizing, stocking and managing the maintenance shop
* Develop and implement a preventative maintenance program

**REPORTING TO THIS POSITION:** All employees in maintenance department

**POSITION REPORTS TO:** Plant Manager

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* *Physical Demands*: While performing the duties of this job, the employee is required to walk; sit; use hands and fingers, to handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop; talk and hear.  The employee must lift and/or move up to 50lbs.  Specific vision abilities required by the job include close vision, color vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
* *Work Environment*:*W*hile performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.  The noise level in the work environment is usually moderate.  Some areas have been designated areas to use hearing protection.  Hard hat, safety glasses, and leather gloves are required in designated areas.