



Maintenance Manager

Reports To: Plant Manager
FLSA Status: Exempt
Department: Maintenance

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

SUMMARY

Maintenance Managers are responsible for supervising the maintenance staff. They work with the Production Manager, Lab Manager, and other plant management as a team to coordinate and discuss plans to maximize plant performance. Maintenance Managers are also in charge of coordinating and supporting the plant maintenance personnel, and contractors to achieve safe, efficient completion of the workload. This role is also accountable for developing preventative and proactive maintenance schedules for process equipment. Employment for this position is conditioned upon successfully passing certain pre-employment requirements.

ESSENTIAL JOB FUNCTIONS

- Develop a preventative and proactive maintenance schedule for process equipment, which is complete and effective in maximizing equipment reliability
- Responsible for maintenance planning to determine and plan required projects, status of ongoing projects, and scheduling of future projects
- Assist the Plant Manager in developing the annual repair and maintenance budget, and annual capital expense budget
- Supervises support staff on a day-to-day basis, including determining workloads and schedules, implementing and interpreting policies and procedures, evaluating and training staff, approving and making hiring and termination recommendations
- Responsible for performance management of all direct reports
- Coordinate and support plant maintenance personnel, and contractors to achieve completion of workload in a safe, efficient manner
- Coordinate and discuss plans Plant Manager, Production Manager, and other plant management to maximize plant performance
- Ensure that all plant policies are implemented and followed
- Contact contractors and vendors directly when needed to assist in troubleshooting and maintaining plant equipment
- Purchase or coordinate purchasing of all parts and supplies
- Responsible for assembling and maintaining spare parts inventory to ensure minimal plant downtime
- Create and present reports detailing maintenance activities, state of plant equipment, shut down planning, and cost control
- Support efforts to maximize production through creative problem solving, adaptation, and correction of process bottlenecks
- Communicate maintenance performance to the Plant Manager and carry out all directives from the Plant Manager
- Effectively communicate with management team and other departments to keep them informed and resolve issues
- Meet with various vendors that supply production related products
- Coordinates maintenance activities through planning with staff to insure that total maintenance objectives are accomplished in a timely and cost-effective manner

- Safe work practices are a condition of employment. Report any safety issue or problem to your supervisor and safety coordinator immediately
- Focus on continuous improvement in all aspects of the job
- Actively promote GLE's vision, mission, and values with employees, outside vendors, and customers
- Be depended on to report to work at the scheduled time and is seldom absent from work
- Be depended upon to complete work in a timely, accurate and thorough manner
- Maintain high level of customer service
- Other duties as assigned

EDUCATION/EXPERIENCE/COMPETENCIES

- High school diploma or equivalent required
- Training within a manufacturing/production maintenance environment
- Three (3) to five (5) years of lead/supervisory/managerial experience is highly preferred
- Must have working knowledge of maintenance procedures for centrifuges, drying equipment, boilers, cooling towers, chillers, air compressors, pumps, valves, electrical circuits and equipment and 4-20 milliamp instrumentation
- Must have experience with computer programs such as MS Word and Excel
- Knowledge of OSHA and EPA regulations are also a requirement
- Must be able to communicate clearly in English

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

While performing the essential duties of this position, the employee will be exposed to moving, mechanical parts, dusty conditions, high noise levels, internal and external temperature/weather conditions, and exposed to chemicals.

Employee may work in confined spaces; crawl; climb ladders and/or steps up to 175 feet; and lift up to 60 pounds. May be called in as needed to support the continuous operation of the plant – this team member must be able to meet call-in requirements as needed.

Specific Physical requirements include:

- Occasionally working on confined spaces
- Occasionally lifting weights of sixty (60) pounds or less
- Climbing several flights of stairs and ladders up to 175 feet
- Opening valves
- Occasionally bending, twisting, and turning while lifting weights of less than fifty (50) pounds
- Occasional lifting of weights greater than fifty (50) pounds
- Data entry while seated for greater than one (1) hour
- Walking up to one (1) mile per day
- Pushing brooms, shovels, etc.
- Working at heights, in confined spaces, and at temperatures from -20 to +100 degrees
- Standing for extended periods of time

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