



JOB DESCRIPTION

Position Title:	Maintenance Manager
Department:	Maintenance
Reports To:	Plant Manager
FLSA Status:	Exempt
Revision Date:	October 2020

Position Summary

This position is responsible for overseeing the proper and safe operation of all facilities and equipment for aseptic food manufacturing and packaging in accordance with Good Manufacturing Practices (GMPs), ensuring Hazard Analysis Critical Control Point (HACCP) specifications are met. The Maintenance Manager trains and guides Maintenance employees, arranges schedules to meet Production needs, plans preventive maintenance, and repairs broken equipment as soon as possible to maintain a stable operation. In addition, the Maintenance Manager is responsible for providing and sharing with other departments the information necessary for stable manufacturing processes and improvement of product quality.

Essential Functions

- Working with the Maintenance staff, ensure that all devices are in good condition, completing repairs when necessary.
- Responsible for guiding the Maintenance Department in advanced troubleshooting and root cause analysis.
- During repairs, maintain open communication with departments affected, reporting repair completion and communicating progress of work during repair.
- Keep records of repairs and adjustment to help prevent future issues. Also maintain spare parts.
- Make a plan for preventive maintenance, working with other departments to assess needs and timing, and keep records of what has been done and evaluate the performance of planned preventive maintenance through the year.
Especially, make a list of the equipment critical to the production of aseptic products and schedule a preventive maintenance and manage and supervise maintenance crews, members of other departments and /or contractors and record it.
- Responsible for managing safety for Maintenance employees and outside contractors involved in maintenance, and working together with Safety Compliance Coordinator to prevent injuries.
- Responsible for reviewing the costs of annual repair or consumable parts, applying for the necessary budget, and maintaining the equipment within the budget.

- Perform inventory control for spare parts managed by the maintenance department. Inventory is to be conducted each year.
- Stabilize and streamline equipment according to company budget.
- Examine work orders and determine priorities. Manage documents and oversee work order systems to improve timely repair completion rates, reporting on completed work orders to the department which requested them and recording work order completion.
- Manage the Maintenance department, including project planning, budgeting, staffing, setting group and individual objectives, training (safety, job-related, etc.), conducting performance reviews and providing regular feedback, mentoring & providing career guidance, and ensuring policies & procedures are being followed.
- Maintain and develop, as needed, detailed engineering designs to improve the operating efficiency and effectiveness of the facility. Maintain and upgrade facility / equipment drawings.
- Coordinate contractors, vendors and maintenance with Production to minimize downtime.
- Oversee special projects to ensure that project specifications are maintained and project completion is within budget and on schedule.
- Provide equipment recommendations for capital purchases.
- Follow and enforce all GMPs, safety policies/procedures, and Safe Quality Foods (SQF) requirements.
- Manage annual equipment calibration.
- In conjunction with the management team, establish, prepare, implement, revise, and maintain policies and procedures.
- Keep records of all training conducted by Maintenance.
- Keep records of any facility or system changes, explain the changes to the relevant department members, and provide training as needed.

Requirements

- B.A. degree in related field or any equivalent combination of experience and training that provides the required knowledge skills and abilities.
- Five (5) years' Maintenance experience in food manufacturing setting as a manager or supervisor. Aseptic food industry experience desired.
- Strong interpersonal and communication skills (verbal and written) are required.
- Professional ethics, tact, and courtesy in dealing with people required.
- Ability to understand and carry out instructions in written, oral, or diagram form.
- Must be able to establish and maintain an excellent team atmosphere.
- Working knowledge of MS Office programs (Excel and Word).
- Experience with, and understanding of, lockout/tagout, confined space requirements, and sanitary pipe welding techniques.

- Allen-Bradley experience preferred.
- Experience with pneumatics, hydraulics, motors, pumps and gearbox repairs desired.
- Ability to troubleshoot electrical, pneumatic, packaging equipment, pumps, motors, experience in 480 3 phase, PLC, HMI, boiler, ammonia, heat exchangers, steam, air compressors , homogenizers , printers, labelers, process controls, valves, actively participating in PM program, predictive and preventive maintenance mindset.
- Strong organizational, prioritization, and decision making skills.
- Teamwork, creativity, and problem analysis skills.
- Experience with Tetra Pak fillers, dairy process equipment, boilers, ammonia, and sanitary air.
- Process automation experience.
- Knowledge of Ammonia (NH₃) (Refrigeration system).
- Forklift and scissor lift licenses preferred.
- Must be able to read, write, and speak English at a level sufficient to effectively communicate with other employees and to understand and communicate safety and operational matters, including HACCP and SQF requirements.
- Good time management, communication, organization, and interpersonal skills.
- Maintain a positive work atmosphere by acting and communicating in a manner which facilitates positive working relationships with customers, vendors, co-workers and management.
- Ability to interact and influence at all levels of the organization.
- Comfortable presenting detailed information in person or to larger group.
- Regular and predictable attendance is an essential function of the job.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this job classification. The statements are not intended to be an exhaustive list of all responsibilities, duties and skills required of employees so classified. All employees may be required to perform duties outside of their normal responsibilities, as needed.

Work Environment

Most job duties will be performed in the Maintenance Department and Production areas. Heavy equipment and moving parts are present in these locations. Potential hazards involving this job are:

1. Risk of electrical shock.
2. Exposure to toxic and caustic chemicals.
3. Fumes and other airborne particles.

Physical Demands

The following physical demands are representative of what is required by an employee to successfully perform the essential functions of the job during a typical workday. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Refer to following.

PHYSICAL ACTIVITIES	OCCASIONALLY (0-33%)	FREQUENTLY (34%-66%)	CONTINUOUSLY (67%)
Reaching above shoulder level		X	
Stooping		X	
Working in kneeling position		X	
Crawling	X		
Climbing stairs		X	
Climbing ladders	X		
Climbing inclines	X		
Climbing while carrying objects		X	
Standing		X	
Walking		X	
Sitting	X		
Pushing or pulling		X	
Twisting		X	
Bending	X		

LIFTING ACTIVITIES	HOURS PER DAY	# OF POUNDS
Constant lifting	1	20-50
Interrupted lifting	< 3	20-50
Lifting above shoulder level	< 2	20-100

MISCELLANEOUS ACTIVITIES	YES	NO	DESCRIPTION
Driving car	X		To run errands, buy parts, etc.
Driving truck		X	
Driving forklift	X		
Working near hazardous equipment	X		
Walking on uneven ground		X	
Walking at heights	X		

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