

<b>Role Title</b>	Maintenance Manager
<b>Function:</b>	Maintenance
<b>Location:</b>	Americas
<b>Role Reports to:</b>	Engineering Manager
<b>Role Matrix Reports to:</b>	

**Role Purpose:**

Supervisors and coordinates activities of personnel engaged in setting up, installing, repairing and maintaining equipment and physical structures by performing the following duties.

**Key Responsibilities:**

- Reviews job orders to determine work priorities. Schedules repair, maintenance, and installation of machine, tools, and equipment to ensure continuous production operations
- Directs and coordinates activities of personnel engaged in electrical, electronic, mechanical, hydraulic, and pneumatic maintenance and repair of machinery and equipment
- Directs and coordinates maintenance activities on utility systems to provide continuous supply of heat, electric power, gas or air required for operations
- Drives predictive maintenance practices
- Drives preventive maintenance program in conjunction with engineering and maintenance personnel
- Drives the use of the maintenance program and all problem solving and tracking tools
- Reviews production, quality control, and maintenance reports and statistics to plan, modify, and adjust maintenance activities and work procedures to meet production schedules
- Confers with other management, engineering, and quality control personnel to resolve maintenance problems and recommends measures to improve operation and conditions of machines and equipment
- Directs training and indoctrination of personnel to improve work performance and acquaint personnel with company policies and procedures and enforces safety regulations
- Supervises employees across three shifts in maintenance
- Manages a departmental budget and accounts for day to day spending
- Regular and predictable attendance
- Performs other related duties as assigned

**Qualifications, Skills and Experience:**

- Two year Technical Degree
- 5+ years of manufacturing experience required
- 2+ years of supervisory or leadership experience required
- Ability to interpret business plans and meetings to generate specific actions for Maintenance Techs
- Ability to motivate and manage maintenance team

- Ability to work in a Lean Manufacturing environment
- Ability to read, analyse, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations is required
- Ability to write reports, business correspondence, and procedure manuals is required
- Ability to effectively present information and respond to questions from groups of managers, co-workers, shop personnel, clients, customers, and general public is required
- Ability to define problems, collect data, establish facts, and draw valid conclusions is required
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram from and deal with several abstract and concrete variables is also required

<b>Key internal relationships:</b>	Engineering and Maintenance Manager, Maintenance Team, Manufacturing Engineering Team, Operations
<b>Key external relationships:</b>	Contractors,
<b>Number of direct reports:</b>	
<b>Number of indirect reports:</b>	
<b>Leadership Success Profile:</b>	Team Lead

**Additional Information:**

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, and hear.
- Specific vision abilities required by this job include close vision, colour vision, and the ability to adjust focus
- May occasionally be required to lift or move objects of up to 50 pounds

**Work environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this environment is usually moderate.

- The position is office based, but requiring a substantial amount of time on the shop of a traditional engineering facility. This facility includes such processes as: presses, metal cutting/forming machines, machining, welding, painting, assembly operations and warehousing and materials movement equipment.

<b>Recruitment Team:</b>	HR Manager, Role Report To, Role Matrix Report To
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