



# JOB DESCRIPTION

## Maintenance Manager

### Summary

This position is responsible for the management of all personnel who: provide preventative and emergency repair service for all plant equipment, buildings, and systems; fabricate spare parts; install new equipment and systems; operate the boilers. The Maintenance Manager works closely with the engineering department and reports directly to the Director of Operations.

### Essential Job Duties

- Oversees and leads the quality, efficiency and productive functioning of systems and equipment, overhaul systems and equipment, install new equipment throughout the various seasons of the year, operation of boilers
- Manages materials, spare part requisitioning and service orders process
- Proactively work with Engineering to identify and correct problems
- Maintain relationship with vendors and contractors
- Keep up to date with new technology and make recommendations for upgrades
- Ensure minimal downtime all year round
- Maintain budget
- Lead maintenance staff in planning for and addressing problems, process changes and the establishment of proper usage of equipment parameters
- Leads and manages the maintenance operations staff including the hiring, training and performance evaluation of factory staff
- This position participates in a number of manufacturing committees as assigned by manager
- Other duties as required by the business.
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

### Qualifications

- Bachelor degree in Mechanical Engineering or related field or equivalent
- Extensive knowledge of the technical aspects of beet sugar manufacturing
- 5-8 years in manufacturing leadership positions
- Strong physics and chemistry background
- Understand what is required of food manufacturing facilities by FDA including CFR's, OSHA, NDS DH, SQF, GMP+B2, and FAMI QS guidelines
- Strong leadership skills
- Detail oriented with strong analytical and problem solving skills
- Organized with excellent time management skills
- Strong computer technology skills
- Ability to communicate effectively with employees at all levels
- Good verbal, written, and presentation skills

### Competencies and skill set required to do the job well

- Strong sugar manufacturing knowledge
- Excellent verbal and written communication skills
- Interpersonal skills
- Budget management
- Organization and time management
- Microsoft Office proficiency
- Leadership skills
- Conflict resolution skills
- Supervision skills

### Physical Demands and Expectations

- Lift, bend, walk, climb stairs

### Acknowledgement

I have reviewed this job description and am able to perform all duties required.

Print Name

Signature

Date