



Bay State Milling Job Description

Job Title: Maintenance Manager
Department: Maintenance
Reports To: Operations Manager
FLSA Status: Exempt
Location: Clifton, NJ

SUMMARY

Provide overall leadership to all maintenance employees of the plant. Creates an environment of respect and responsibility through professional communication, accountability, budget consciousness, teamwork, quality focus, safety, and food safety. The Maintenance Manager is responsible for overseeing maintenance activities, installations, repairs, and upkeep of the facility's property including mechanical, electrical, HVAC, buildings, manufacturing equipment and maintenance administration/budgeting. This position is responsible for ensuring optimal proactive maintenance support and processes for plant operations while working to improve plant efficiency, in accordance with company policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

1. Provides direction to maintenance staff while promoting compliance with Company objectives.
2. Tracks, analyzes, and improves key maintenance parameters such as asset utilization, maintenance costs, and PM compliance.
3. Ensures that all mandatory maintenance programs are executed accordingly and efficiently.
4. Maintains a computerized maintenance management system (CMMS) for tracking work orders, spare parts, and maintenance history of plant equipment.
5. Constantly reviews the operation of plant equipment and systems to minimize unplanned downtime, solve problems in a timely manner, participate in all weekly departmental maintenance planning/scheduling and to identify opportunities for improvement
6. Monitors the use and inventories of spare parts, maintenance supplies, and equipment and initiates reordering when necessary.
7. Assists with coordinating scope, logistics, and execution of minor capital projects for the facility.
8. Manages department for compliance with established policies and objectives of the company and contributions in attaining objectives.
9. Ensures that all work activities are performed with attention to the highest standards for quality, safety and compliance with all appropriate legal and food safety requirements and a focus on continuous improvement.
10. Oversees the work activities and professional training and development of 6 direct reports.
11. Works with Plant Management to attain goals, carry out strategies, plans, and policies to increase profitability and success of the facility.
12. Assists in creating the department's budget and works within established parameters. Annual Maintenance Budget - \$1M+
13. Follows all company policies & procedures as well as GMP's (Good Manufacturing Practices).



14. Maintains a high level of safety awareness for an accident-free workplace.

SKILLS AND EXPERIENCE:

1. Bachelor's Degree (B.S.) in Mechanical Engineering, Electrical Engineering, or similar from an accredited college or university
2. 8 - 10 years maintenance experience desired. A minimum of 5 years as a Maintenance Manager is required.
3. CMRP or similar certification highly desired
4. Previous experience in a food manufacturing facility preferred.
5. Possess in-depth knowledge in repairs and maintenance of processing equipment and systems within a food manufacturing facility.
6. Sound technical skills, logical ability, and strong problem analysis and resolutions skills with a strong operational focus. Strong PLC, instrumentation and electronic background is desired.
7. Ability to read and interpret documents such as procedures, operating and maintenance instructions, blueprints, schematics, and equipment manuals.
8. Ability to establish trust and credibility with employees.
9. Ability to influence and promote change in maintenance team
10. A decisive individual who possesses a "big picture" perspective and is well versed in systems.
11. Knowledge of contracting, negotiating, and change management.
12. Ability to demonstrate discretion and business ethics.
13. Ability to analyze and interpret financial data.

CERTIFICATES, LICENSES, REGISTRATIONS

On-going training to enhance performance in position as required. The maintenance manager will be required to get Lean Six Sigma – Green Belt Certification within 18 months of starting the role.

SAFETY

1. While performing the essential job functions, the employee is expected to work in a safe manner and follow company policies regarding safety.
2. It is the expectation and responsibility of the employee to report all injuries immediately to the manager, and to report to supervision any safety situation that the employee feels is substandard and poses a risk for employee injury, property damage, or loss.

TEAMWORK

Ensures that appropriate individuals are informed about matters impacting their areas of responsibility; works well with others; shares knowledge and experience with others; demonstrates respect and consideration for others' opinions; contributes to the overall task of the team. Demonstrates integrity; works effectively in teams; facilitates inter-departmental cooperation; cooperates with supervision and peers to accomplish work assignments; helps create and maintain effective working relationships.