

POSITION DATA					
JOB TITLE:	Maintenance Manager	LOCATION:	Oakfield	SALARY GRADE:	\$85 -\$95k
DEPARTMENT:	Administration	REPORTS TO:	Plant Manager	SUPERVISES:	Maintenance, Waste Water & Purchasing employees

JOB SUMMARY

Manage the daily activities of the maintenance department and all related tasks and functions in conjunction with overseeing the maintenance staff that includes general mechanics, electricians, purchasing agent, parts room clerk and wastewater personnel. In addition this position assists with supervision of the facility’s anhydrous ammonia system, chlorine gas system and boilers.

Nortera Foods Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.

ESSENTIAL FUNCTIONS

- Develops, schedules and controls a preventative maintenance program to maintain production machinery and equipment in proper and safe working condition. Develop, schedules and plans for building and grounds maintenance
- Ensure adherence to company policies, procedures, safety standards, facility rules and regulations and safety compliance
- Ensures all equipment and systems are operated within applicable Federal, State and local laws
- Work with Facility Manager and Human Resource Manager in the investigation of all work related injuries and illnesses and the preparation and submission of the supervisor’s investigation report for all injuries/illnesses that involve personnel from the maintenance department
- Support DuPont STOP program and an environment that promotes zero accidents and an overall safety awareness culture
- Maintain and conduct employee annual authorized training
- Collaborate with Human Resources to maintain a training program of which supports professional development of the team
- Recommend and implement plans for facility continuous improvement
- Maintain and review completion of work orders and work requests from other departments through the EAM system
- Preparation, tracking and overall control of facility’s repair and maintenance budget
- Maintain inventory of maintenance material, supplies and repair parts at pre-established and required levels
- Supervises and coordinates daily activities of maintenance department employees and establishes work schedules that support production activities that provide for timely repair and maintenance of facility buildings, grounds and equipment to established safety and health standards
- Inspection of work that is being performed to ensure that standards of workmanship and safety are maintained
- Recommends, plans and implements equipment needs through the capital budget process to improve production efficiency, safety and/or cost reduction
- Responsible for overall electrical and mechanical equipment layouts and the modification of all facilities within the building and grounds
- Establish accountability and the annual performance goals for the maintenance personnel that will be reviewed by the Plant Manager and HR Manager
- Provide oversight and supervision of the facility’s wastewater system.
- Provide coverage and support to the Refrigeration Department, as necessary.
- Help to maintain the highest quality of finished product

- Participates and Contributes to the HACCP/Food Safety Team
- Adhere to all company Good Manufacturing Practices (GMP's).
- Immediately inform Manager/Supervisor of safety, sanitation, and quality issues.
- Perform other duties as assigned.

QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> ▪ Strong leadership, communication and problem solving skills ▪ Strong teamwork based management skills ▪ Strong self-motivational skills ▪ Ability to reprioritize as issues arise ▪ Knowledge of OSHA and EPA regulations ▪ Knowledge of Microsoft Office ▪ Knowledge of 5S to maintain a safe and clean work environment ▪ Knowledge of Parts Inventory Systems and Work Order Systems ▪ Ability to work effectively in a team environment ▪ Ability to effectively communicate with others <ul style="list-style-type: none"> ▪ Must be flexible to support business needs that includes weekends and other off shifts
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PHYSICAL DEMANDS	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ▪ Frequent standing, sitting, walking, hand/eye coordination, finger/wrist dexterity ▪ Occasional climbing, crawling, bending, stooping, kneeling, crouching, twisting/turning, reaching, driving, lifting up to 50lbs. ▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus. <p>Appropriate work intensity level: Medium to Heavy</p>
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WORK ENVIRONMENT	<p>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 the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> ▪ Noisy conditions ▪ Dusty conditions ▪ Hot or humid conditions ▪ Wet conditions ▪ Exposure to extreme/seasonal temperatures ▪ Exposure to chemicals or solvents ▪ Work near moving mechanical parts
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EXPERIENCE	Three years experience in a supervisory role with increasing responsibility, preferred.
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EDUCATION	Bachelor's Degree in Engineering, Business or other related field, preferred
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APPROVALS

REVIEWED BY:		DATE:	
APPROVED BY:		DATE:	
HUMAN RESOURCES:		DATE:	

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera Foods Inc. reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.