

# Maintenance and Reliability Manager

## Job Description

**Type:** Full Time Exempt

**Reports to:** Plant Manager

**Position Summary:** Primary responsibilities include overseeing the maintenance team needs ensuring successful completion of all maintenance, troubleshooting, repair and improvement of complex bio-refining processing and ancillary equipment to eliminate problems. Maintenance and Reliability Manager ensures that the facility and equipment are maintained at the highest level and run efficiently; will coordinate and implement preventive maintenance activities; provides guidance to peers to ensure optimum production, quality and safety while minimizing cost, energy usage and waste. The Manager must have a "*safety-first*" and hands-on mindset, be a self-motivated partner supporting production operations, be committed to achieving minimal downtime and drive continuous improvement throughout the organization. He/She will be a technical resource who provides and shares expertise of equipment and options to improve maintenance and operating practices. This role will also be responsible for managing reliability improvement initiatives and projects to achieve established performance metrics.

### **Essential Job Functions:**

- Provide leadership and direction to the maintenance team in areas such as safety, planning, TPM/reliability, cost, efficiency, quality, and labor utilization
- Develop and implement the plant's overall preventive and predictive maintenance programs
- Implement reliability best practices in order to ensure dependability and machine efficiency
- Analyze process concerns and performance gaps and guide resources to resolve manufacturing, and maintenance problems to ensure minimum cost and prevent operation delay
- Initiating corrective/preventive and continuous improvement opportunities and actively participate in developing, implementing, and verifying corrective/improvement actions.
- Coordinates, arranges and supervises the completion of corrective and preventive and predictive maintenance (PM,PdM) in accordance with company safety procedures and integrates these PMs into the daily plans of the plant.
- Champion the creation of and attainment of maintenance departmental goals and Key Performance Indicators (KPI's)
- Direct responsibility for managing departmental budget
- Evaluates long-term needs in relation to major projects and property improvements and makes recommendations to Management.
- Ensure development, implementation, reviews, updates and improvements to equipment records in the computerized maintenance management system (CMMS) is championed by the Planner/Scheduler
- Ensures spare parts and critical equipment lists are maintained and stocked by our purchasing and warehousing clerk.
- Provide a safe working environment for all employees to ensure an acceptable incident rate.
- Seek, develop, implement and facilitate training programs for all Maintenance personnel.
- Work with Plant Manager to develop, implement and facilitate training programs for Maintenance Group
- Interact directly with Plant Manager to ensure effective preventive maintenance and a reduction of downtime.
- Maintain an open channel of communication to ensure positive customer relations.
- Provide monthly progress reports to Plant Manager.
- Ensure timely orders of materials and parts for the plant.
- Responsible for plant systems and support equipment.
- Responsible for the plant repair and maintenance expenses
- Manage small to mid-size Capital Projects through a full project life cycle
- Facilitate the Lock-out Tag-out, Hot Work Permit, Confined Space Entry, House Keeping Inspections, OSHA Inspections, Safety Bulletin, General Safety, and Respiratory Protection Safety Programs.
- Responsible for personnel functions - attendance, discipline, vacation approval, coverage, etc.

### **Education/Experience:**

- 5+ years of experience in maintenance management and/or engineering field including leadership experience in industrial manufacturing

- Demonstrated knowledge and understanding of advanced equipment maintenance tracking software applications, safety standards programs, and formal building maintenance programs.
- Certified Maintenance and Reliability Practitioner (CMRP) certificate or other maintenance and reliability course work desired.

### **Knowledge/Skills/Abilities**

- Working knowledge of PSM programs
- Experience working in Bio or Ag processing highly preferred
- Expertise in maintenance practices for industrial conveyors (belt, screw, drag), grain elevators, pumps (centrifugal, PD, gear), valve and instrumentation, tanks and agitation, grain mills and centrifuges, etc.
- Ability and proficiency with cost/benefit analysis and capital expenditure justification
- Thorough understanding of TPM and/or Reliability Work Process including precision, preventive and predictive maintenance (PM,PdM) experience
- Demonstrated expertise in facility maintenance management, staff supervision, budgeting, and maintenance training
- Must be able and willing to work safely, including wearing and using appropriate personal protective equipment (PPE)
- Must have working knowledge and experience with Microsoft Word and Excel, and ability to learn various PC-based production and operations applications
- Knowledge and understanding of the maintenance processes and proper use of the work order system (CMMS), planning and scheduling, and storeroom processes.
- Strong writing and verbal communication skills.
- Demonstrated ability to read standard blueprints, machine and process drawings with the ability to sketch or redline existing drawings.
- Ability to manage multiple priorities or projects and keep them progressing to completion.
- Ability to adhere to healthy safety practices.

### **Physical Requirements:**

Time will be spent in a temperature-controlled office-based environment at the manufacturing facility. Ability to sit for long periods of time. Able to view computer screen for lengths at a time. Time will be spent in the plant. All types of chemical industry equipment are used in the plant including, but not limited to fermentation vessels, jet cookers, agitators, mixing and milling equipment, distillation columns, centrifuges and distributive control systems. May be exposed to loud noises, wet and humid conditions, fumes or airborne particles, toxic chemicals, extreme hot and cold depending on weather conditions. Must be able to speak and listen clearly. Fine visual acuity to read for accuracy. May be required to lift objects weighing up to 60 lbs occasionally.

### **Work Environment:**

Regularly exposed to dust, odors, fumes, noise, and temperature variations.