

Manufacturing Maintenance Solutions

Site Maintenance Manager

Summary:

Lead the maintenance services team at a site level. Responsible for employee safety, the team's service delivery, and building site customer relationships. Provides the leadership to the site team to drive and ensure customer satisfaction and performance.

Principal Duties/Responsibilities:

- Responsible for the site's employee safety, by deploying the MMS safety program and ensuring safety training, observations and safety incident investigations.
- Ensures alignment of customer expectations and MMS site goals.
- Leads the team to deliver safe, proactive, quality maintenance/materials services to satisfy the customer.
- Collaborates with and builds customer relationships to ensure priority alignment.
- Leads and builds the site team capability. Manages employee performance, development, adherence to policies and procedures, and selection. Works with individuals on career planning, training, skills development, and ongoing one-on-one communication.
- Manage financial performance of the site (revenue, expenses, and profit) to achieve set objectives.
- Execute site-specific maintenance plan per MMS standards
- Execute Skills Matrix and ensure all technicians are assigned an effective training plan
- Builds and maintain a succession plan for key positions (i.e. Supervisors, P/S)
- Is the primary customer contact at the site and ensures the site escalation procedure is adhered to.
- Communicates with the customer through daily, weekly, and monthly meetings. Conducts a regular review of the performance metrics with the customer.
- Drives a continuous improvement methodology and promotes cost savings.
- Analyzes and reports on key performance indicators, root cause analysis. Develops and executes action items, removes barriers, and addresses issues.
- Collaborates with sales and operations leadership to increase the scope of services.

Physical Demands and Working Conditions:

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel reach with hands and arms climb or balance stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move more than 50 pounds. The employee is regularly required to use close vision and color vision. The employee is occasionally exposed to outside weather conditions and risk of electrical shock. Work is typically performed in a factory environment and is usually very loud. In the factory environment, the employee may be exposed to hazardous materials and/or greasy or slippery factory floors.

Qualifications/Essential Skills:

- Seven years of operations/maintenance experience
- Three years of supervisory experience
- Solid understanding of manufacturing/assembly work environment
- Demonstrated ability to lead teams to achieve goals

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- Experience using continuous improvement methodologies and root cause analysis
- Strong customer focus with the ability to build positive business relationships
- Ability to communicate and present efficiently, effectively, and remotely to various organizational levels
- Bachelor's degree in technical, business, or a related field – preferred

Desirable Skills:

- Manufacturing maintenance experience - required
- Good understanding of proactive/reliability maintenance processes i.e.. Planning/Scheduling, P/M, PdM and root cause analysis
- Business acumen knowledge of managing budgets
- Related certifications and training
- Good computer skills, including Microsoft applications, web-based applications, and related software

Competencies:

- Team Leader
- Customer Focus
- Results Driven
- Drive Motivation
- Interpersonal Skills
- Communication Skills

Compensation/Hours:

- This position is an exempt position and hours will flex as business requires
- Starting salary up to \$105,000 per year. Starting wage offer will be based on candidate's experience, knowledge, skills and abilities

Benefit Summary:

- Employee Stock Ownership Plan (ESOP)
- Two Weeks Paid Vacation (accrual begins after 30 days of employment)
- Ten Paid Holidays
- Medical/Dental/Vision/Life/Disability Insurance
- 401K