



Job Description

Job Title: Maintenance Manager
Department: (027) Maintenance
Location: Insteel Wire Products, Dayton, TX
Reports To: General Manager

SUMMARY

Provides the leadership and direction to implement an effective and cost efficient maintenance program through the use of planning, scheduling and preventative maintenance practices. Assist in the direct management of all production departments based on daily activities, short and long term goals and as requested by management. Be a proactive member and leader in all safety and environmental aspects performed or developed at this location. Works daily to ensure assigned areas of responsibility are working at risk lowered to ALARA specifically in an effort to achieve ZERO HARM.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Carry out all assigned duties and responsibilities in accordance with the organization's policies and applicable laws.

Actively participates in promoting a safety and environmentally conscious atmosphere through meetings, training, addressing safety work orders and daily observations. (10%)

Coordinates all activities between the production and maintenance departments to minimize equipment downtime and maximize schedule utilization. Coordinates with all plant functions for efficient maintenance and production operations. (15%)

Schedules maintenance personnel to accomplish plant goals and evaluates costs required to effectively meet all objectives. (10%)

Develops, estimates, plans and implements cost effective capital projects. Plans, organize, and coordinate capital projects, expense overhauls and preventive maintenance projects. (15%)

Is a proactive member and leader in all safety and environmental aspects performed or developed at this location. Monitors and evaluates work orders and schedules work based on safety, environmental and equipment priorities. Evaluate maintenance, production and storeroom performance based on safety, productivity and work history. (15%)

Performs employee evaluations and maintains all required documentation. Review and counsel employees as required to improve job performance. Promotes and provides the training and development needed to reporting supervisors and employees to maximize their abilities in all aspects of their job requirements. (5%)

Provides direction and goals for the storeroom to minimize inventories to value based items based on production downtime impact and maintenance needs. Orders essential parts and supplies as required.

Monitors storeroom inventories based on quantity and value by utilizing the MAXIMO computer system. (10%)

Evaluates and diagnoses equipment and production issues and provides plans and directions for improvement. (20%)

SUPERVISORY RESPONSIBILITIES

Manages and directly supervises 2 subordinate supervisors, the maintenance supervisor and the purchasing supervisor who together supervise a total of 15 employees in the Maintenance Department, Storeroom and Support group departments. This position is responsible for the overall direction, coordination, and evaluation of the Maintenance and Purchasing departments. Directly advises, coordinates, assists and supervises as required the production, shipping, scheduling and quality control supervisors to maintain and meet production and maintenance short and long term goals as well as daily activities.

Responsibilities include interviewing and training employees; planning and checking work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; operation methods; establishing standards of performance; maintaining quality standards; interpreting/shaping policy; and carrying out established policy. Provides suggestions and recommendations as to hiring, firing, advancement, promotion or other status changes of supervised employees is given particular weight. Implement all supervisory responsibilities as required in accordance with the organization's policies and applicable laws.

Assume the general manager's duties and responsibilities in his absence from the plant location as required or requested.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Professional, technical or administrative training (2-year Associate Degree) or 4 year Engineering Degree (Work experience can be substituted for Associate Degree); knowledge of the maintenance field or knowledge of manufacturing methods and techniques involving wire manufacturing is required.

EXPERIENCE

A minimum of 7 years work-related experience is required.

An equivalent combination of education and work-related experience may be acceptable.

COMPLEXITY OF DUTIES

Duties require considerable judgment to work independently toward general results, to devise new or modify and adapt existing methods, techniques and procedures to meet new or unusual requirements and to make related decisions guided by precedent and with the limits of established policies.

CONFIDENTIAL DATA

Works with some confidential data of major importance.

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS

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.

Frequently (30-70%):

Walk and move around

Use hands to feel, touch, grasp or grip tools, objects, or handles

Talk or hear (normal or corrected)

Occasionally (up to 30%):

Stand

Sit

Reach with hands and arms

Climb or balance

Stoop, kneel, crouch, or crawl

Taste or smell

Lift, carry, push or pull up to 100 pounds, with mechanical assistance as needed

Specific vision abilities required by this job include:

Near acuity

Far acuity

Distinguish color

Peripheral vision

Depth perception

Frequent change of focus

EQUIPMENT USED

Frequently (30-70%):

Calculator

Computer

Routine office equipment (i.e. fax, copier, printer, etc.)

Occasionally (up to 30%):

Hand tools

Vehicles/heavy equipment such as fork lifts and trucks

Testing and measuring devices for electrical, pressure and torque, etc.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is responsible for

minimizing accidents within the facility and for following established safety policies and procedures during performance of this job.

Somewhat undesirable working conditions. Exposed to noise, dust, heat, oil and other elements but with none continuously present to the extent of being disagreeable.

Continuously (70-100%):

Moderate noise

Frequently (30-70%):

Heat (non-weather and weather related)

Cold (weather-related)

Dust

Dirt

Moving/dangerous machinery

Electrical shock hazard

Oil, grease, solvents

Occasionally (Up to 30%):

Wet or humid conditions

Slippery floors, ramps, etc.

Vibration

Outside weather

Work at heights (ladders/platforms)

Chemicals (toxic/caustic)

Vapors odors, fumes, gases

Explosive or incendiary danger

Travel

REQUIRED PROTECTIVE CLOTHING/DEVICES

Continuously (70-100%):

Earplugs/hearing protection

Safety goggles/glasses

Safety shoes

Occasionally (Up to 30%):

Aprons

Masks

Harness

Hard hat

Gloves