



Job Description

Job Title: Maintenance Manager
Department: (027) Maintenance
Location: (40) Insteel Wire Products, Gallatin, TN
Reports To: General Manager
FLSA Status: Exempt

SUMMARY

Supervises and coordinates activities of workers engaged in setting up, installing, repairing and maintaining machinery and equipment. Oversees job performance and quality of work performed in a multi-craft environment involved in all facets of the technical field. Trains employees regarding procedures and safety. Works daily to ensure assigned areas of responsibility are working at risk lowered to ALARA (As Low As Reasonably Achievable) specifically in an effort to achieve ZERO HARM so no injuries, illness or negative impact occurs to employees, property, the environment or the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Carries out responsibilities in accordance with the organization's policies and applicable laws.

Coordinates and supports Maximo system. Other duties may be assigned.

Supervises and coordinates activities of workers engaged in setting up, installing, repairing and maintaining machinery and equipment: (35%)

- Directs workers engaged in dismantling, assembling and installing industrial machinery.
- Directs workers in mechanical, electrical, hydraulic and pneumatic maintenance and repair of production machinery and support equipment.
- Assists workers in diagnosing malfunctions in machinery and equipment.
- Studies production schedules and estimates worker hour requirements for completion of job assignment; establishes or adjusts work procedures to meet production schedules.
- Interprets specifications, blueprints and job orders to workers and assigns duties.
- Confers with other supervisors to coordinate activities of individual departments.
- Remains pro-active related to diagnosing and preventative care of equipment.

Provides leadership and direction for subordinates. (25%)

- Analyzes and resolves work problems or assists workers in solving work problems.
- Initiates or suggests plans to motivate workers to achieve work goals.
- Interprets company policies to workers.
- Enforces safety regulations.
- Works with direct reports to develop areas of weakness through coaching repairs and teaching hands-on during the accomplishment of assigned work as well as developing and conducting training to improve individual performance.
- Promotes positive atmosphere in the maintenance departments and other departments.

Oversees job performance and quality of work performed in a multi-craft environment involved in all facets of the technical field. (20%)

- Performs quality checks on work being performed.
- Recommends measures to improve production methods, equipment performance and quality of products.
- Suggests changes in working conditions and use of equipment to increase efficiency of shop, department or work crew.
- Provides opportunities for subordinates to initiate continuous improvement ideas.

Performs activities of subordinates and other assigned duties. (10%)

Requisitions and keeps supply of spare parts. (5%)

- Works in conjunction with purchasing to maintain necessary parts.

Maintains time and production records. (5%)

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Directly supervises 8-10 hourly employees in the Maintenance Department. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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.

EDUCATION and/or EXPERIENCE

The education requirements and experience requirement listed here indicate the minimum basic educational knowledge and the time required by a normal qualified person to perform the job duties of the position.

Education:

Broad technical training (high school plus 1-3 years apprenticeship/applied trades training).
Management developmental training desired.

Experience:

Specific work-related experience in all facets of the technical field, industrial electrical (3-phase), controls and devices, mechanical, pneumatics, hydraulics, mathematics, all shop and hand tool usage, to include welding, machining and cutting.
Organizational experience with Computerized Maintenance Management Software (CMMS) preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

None required

COMPLEXITY OF DUTIES

Diversified duties involving an intensive knowledge of a restricted field and a wide range of procedures. Requires judgment in the analysis of facts and circumstances surrounding individual problems and in the determination of action to be taken within the limits of standard or accepted practice.

CONFIDENTIAL DATA

Works with some confidential data which, if disclosed, might have an adverse internal or minor external effect.

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.

Continuously (70 – 100%):

Talk or hear (normal or corrected)

Frequently (30-70%):

Stand

Walk and move around

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

Occasionally (up to 30%):

Sit

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

Reach overhead with hands and arms

Climb or balance

Bend, stoop, kneel, crouch or crawl

Taste or smell

Lift, carry, push or pull up to 60 pounds

Vision requirements of this job include:

Near acuity

Distinguish color

Peripheral vision

Depth perception

The use of mechanical controls includes:

Buttons

Knobs

Levers

Cranks

Pedals

EQUIPMENT USED

Continuously (70-100%):

Machinery such as power tools, lathe, mill, press, welders and grinders, with responsibility for repair and maintenance

Frequently (30-70%):

Hand tools

Measuring devices such as multi-meters, meggers, electrical testing equipment, etc.

Computer

Occasionally (up to 30%):

Calculator

Vehicles/heavy equipment such as fork lift

Routine office equipment such as telephone, fax, copier, printer, etc.

Typewriter

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential function 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.

Disagreeable working conditions.

Frequently (30-70%):

Wet and/or humid conditions (non-weather and weather-related)

Slippery floors, ramps, etc.

Dust

Dirt

Cold (weather-related)

Heat (non-weather and weather-related)

Very loud noise level

Occasionally (up to 30%):

Oil, grease and solvents

Moving or dangerous machinery

Work at heights (i.e. ladder/platform)

Vapors, odors, fumes and gases

Toxic or caustic chemicals

Outside weather conditions

Electrical shock hazard

Explosive or incendiary danger

Vibration

Travel

REQUIRED PROTECTIVE CLOTHING/DEVICES

Continuously (70-100%):

Safety shoes

Frequently (30-70%):

Earplugs/hearing protection
Safety goggles/glasses

Occasionally (up to 30%):

Aprons
Masks
Respirators
Harness
Hard hat
Gloves