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| Job Title: | Head of Maintenance | Job Category: | Non-Exempt |
| Level/Salary Range: | | Direct Supervisor | Plant Foreman |

Job Description

Summary/Objective

The Head of Maintenance is responsible for overseeing and ensuring the efficient operation and maintenance of all equipment, machinery, vehicles, tools, and the facility within our manufacturing company. This position plays a critical role in maintaining a safe and functional work environment, minimizing downtime, and maximizing equipment reliability.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Open and close the facility as required.
- Perform routine maintenance tasks to ensure the overall cleanliness, functionality, and safety of the facility.
- Maintain, troubleshoot, and repair plant machinery and tools.
- Test and calibrate micrometers, scales, and barcol tools to maintain product quality standards.
- Regularly inspect and maintain air compressors and shop tools to ensure their reliability.
- Maintain the dust collector system, changing dust bags every 4-6 months.
- Lubricate and perform necessary repairs to the dust collector equipment.
- Change filters as required to keep vehicles in optimal condition.
- Regularly inspect, maintain, and repair FRP chopper and gel coat equipment.
- Provide support to the tooling department in the fabrication and maintenance of molds as required.
- Plow snow and apply ice melt as needed to maintain safe conditions around the facility.
- Perform daily checks on winding machines, ensuring they are functioning correctly.
- Lubricate chains and perform necessary maintenance.
- Ensure the plow truck is in working order and ready for snow removal.

Competencies

- Proficiency in troubleshooting, repairing, and maintaining a wide range of manufacturing equipment and machinery.
- Ability to test and calibrate precision tools and instruments to maintain quality standards.
- Knowledge of facility maintenance practices to ensure cleanliness and safety.
- Experience in maintaining and servicing vehicles, including regular checks, oil changes, and filter replacement.
- Strong problem-solving skills to identify and address maintenance issues efficiently.
- Knowledge of safety protocols and practices in an industrial setting.
- Ability to work collaboratively with other departments and team members.
- Basic computer skills for maintaining maintenance records and using maintenance software.
- Self-driven with the ability to work independently.
- Good communication skills.
- Basic computer skills for record-keeping.

Supervisory Responsibility

This role does not have any supervisory responsibilities.

Work Environment

This job operates in a manufacturing facility. This role routinely uses standard hand tools related to preventative maintenance of equipment and systems.

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.

- Continual standing and walking during shift.
- Continual reaching with hands/fingers/arms during shift.
- Continual climbing, balancing, kneeling and crouching during shift.
- Some lifting and moving of heavy manufactured parts.
- Must be able to lift up to 50 pounds.
- Will encounter toxic chemicals. SDS will be provided prior to start of position.

Position Type and Expected Hours of Work

This is full-time. Employees are expected to work 40 hours per work week.

Travel

Travel may be required occasionally between the factory and corporate office.

Required Education and Experience

- High school diploma or equivalent.
- Technical or vocational training in maintenance-related fields is a plus.
- Proven experience in industrial maintenance.
- Adaptability and flexibility to work in various weather conditions.

AAP/EEO Statement

The Company provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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| Employee Name | | Date Reviewed | |
| Employee Signature | | Manager Initials | |