Maintenance Manager

Overview:
The Maintenance Manager directly supervises superintendents as well as indirectly supervises first-line supervisors and a maintenance clerk. The Maintenance Manager has the overall responsibility to plan, organize, coordinate and manage the maintenance process to effectively maintain the facility and equipment while meeting safety, reliability, cost, environmental, and quality goals. This position reports to the Mill Manager.

Responsibilities:
• Provide clear direction and vision, build effective teams, drive employee engagement, focus on customer needs, and practice sound business management.
• Achieve goals related to employee safety, equipment reliability, preventive/predictive maintenance, planned/unplanned repairs, facility maintenance, capital improvements and cost reduction.
• Provide leadership and work with the maintenance staff to develop highly skilled, customer focused maintenance professionals fully capable of meeting the needs of the mill.
• Monitor performance and provide recognition, coach for performance improvement and development, conduct regular formal and informal performance reviews, resolve personnel administrative matters.
• Prepare annual expense budgets, monitor and control spending.
• Lead daily meetings to plan and coordinate maintenance and operations activities, and recommend and implement changes to improve safety, reliability and cost.
• Represent maintenance department on Joint Labor Management Team.
• Drive maintenance apprenticeship and multi-craft programs.
• Develop and lead personnel in reliability-focused maintenance activities utilizing best-in-class maintenance procedures and practices.
• Coordinate department activities on a mill-wide basis to ensure that resources are allocated correctly to achieve mill performance goals.
• Work cooperatively with the other managers and operating superintendents to develop common daily and weekly operating priorities. Assign resources and track progress to ensure successful completion of these priorities.
• Implement maintenance effectiveness improvement program.
• Participate in Mill Duty rotation.
• Additional responsibilities as needed to meet the needs of the organization.

Qualifications:
• Bachelor’s degree in Engineering is preferred; relevant work experience can be substituted for a degree.
• Prior supervisory experience should include 5-10 years of demonstrated success in a diverse, heavy manufacturing environment; union manufacturing experience preferred.
• Apprenticeship/Multi-Craft trades program management experience.
• Should have excellent written and verbal communication skills.
• The ability to effectively manage time and lead a team of subordinates.
• Excellent organizational and administrative skills.
• Prior maintenance experience, pulp and paper equipment familiarity and knowledge of preventive/predictive maintenance concepts are all desired.
• Proven track record in proactively driving improvements in safety, environmental compliance, quality, productivity, and cost reduction.
• Exposure to lean manufacturing, continuous improvement and Six-Sigma is desired.
• Ability to multi-task and prioritize activities in a constantly changing environment.