

Solutions At Work

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POSITION TITLE: Maintenance Manager

POSITION DESCRIPTION:

The Maintenance Manager reports directly to the Site Operations Manager and is responsible for managing all maintenance for the world's largest operating diatomaceous earth (DE) and Perlite processing facility, which is approximately 90 miles east of Reno, NV. This will be a key member of the Site Leadership Team and will provide strategic leadership and direction in aligning this plant with the division's business strategies and goals.

The Maintenance Manager has responsibility for a staff of approximately 19 employees in a unionized continuous flow facility operating on a 24 X 7 schedule.

Specific Responsibilities include but are not limited to:

- **Kiln Operations:** Working with the Production Manager, ensures that all processing equipment operate according to Standard Operating Procedures and meet demand.
- **Maintenance Planning:** Ensure that all preventive and predictive maintenance plans are in accordance with the needs of the operation; moreover, that these activities are planned & scheduled via a computerized maintenance management system (CMMS).
- **Mobile Equipment:** Coordinate the repair and replacement of all mobile equipment used in the shipping and packaging areas.
- **ISO/Quality Compliance:** Ensures that raw material, in-process-testing, production and shipping process meet all ISO and Quality audit standards.
- **Plant Upgrades:** Ensures that all plant upgrades and installation of equipment are completed according to schedule and within budgetary guidelines and capital management protocol
- **Training and Development:** Work with Human Resources and Operations to develop and facilitate Training Program that provides depth and versatility for all new and advancing maintenance employees. Identifies training and development needs, develop plans and establish performance metrics to meet those needs, and provide ongoing assessment tools to ensure desired results are being achieved.
- **Staffing and Employment:** Oversees the maintenance department's facilities staffing function including interviewing, hiring, training and development in an effort to retain and develop the best talent for the organization. Responsible for directing and managing activities of site purchasing coordinator
- **Employee Relations:** Promotes a positive employee environment insuring a continuation of the solid working relationship with the union.
- **Budgetary Management:** Manage the following budgetary areas:
 - Maintenance Goals
 - Preventive Maintenance Goals
 - Plant upgrade goals (installation of new equipment)
 - Maintenance spend
 - Plant parts inventory

REQUIRED QUALIFICATIONS

The Maintenance Manager must have a demonstrated record of accomplishment in a manufacturing culture focused on safety, reliability, and process improvement. Ideally this experience will include industrial minerals processing or continuous process manufacturing in a union environment.

Other requirements include:

- Technical degree in engineering (mechanical or chemical preferred) or equivalent in experience.
- Five years of maintenance experience in a leadership capacity
- Ability to blend coaching, managing and recruiting to effectively drive improved results, develop followers and strengthen the operations team
- Exceptional organization skills
- Ability to drive organizational change and build a strong operations team
- Passion for results and demand for excellence
- Good computer skills, particularly Microsoft Office and ERP applications

If you are a self-motivated individual with strong maintenance, engineering, and leadership skills and a desire to build a stronger, more advanced organization, you may be just what our client is seeking.

HOW TO APPLY:

Please email your resume to Sarah Sommers at sarah@mysolutionsatwork.com or call her directly at 775-828-7420 to learn more about the company and the position.