

## Maintenance Manager

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### **Summary:**

The Maintenance Manager leads and prioritizes the maintenance and custodial activities to meet the requirements of the company. Individual will coordinate and direct the work flow of maintenance technicians, custodians, and contractors to ensure facilities, equipment assets are maintained as per specifications. Works with cross-functional teams to coordinate and direct installation, repair, and maintenance of machine assets, HVAC, plumbing, electrical systems, and other facility systems. Works within the established quality management system to ensure all work meets company standards.

### **Responsibilities:**

- Provides full maintenance support for company equipment, processes, and facility at all times.
- Works with all departments to maintain a collaborative relationship to ensure planning, scheduling, and completion of scheduled and unscheduled maintenance.
- Communicates openly and is transparent with progress of work, projects, improvements, resource needs and activities to ensure alignment with all departments.
- Seeks methods to minimize downtime by developing robust maintenance practices and procedures.
- Responsible for the selection, supervision and development of maintenance and custodial personnel.
- Manages work orders, ensures proper priorities are established, and assignments are appropriately distributed to staff or contractors.
- Ensures all work is properly documented into the CMMS in a timely manner. Manages resource allocation to minimize workorder backlog.
- Manages contractors performing maintenance work. Ensures contractor work meets contractual scopes of work. Responsible for contractor compliance to company policies and procedures.
- Uses building automation system and other computer based tools to trend, troubleshoot and assist in the uptime of critical systems.
- Collaborates with management, engineering, operations, and quality management personnel to resolve maintenance problems and recommend measures to improve facilities, operations, conditions of machines and equipment.
- Works within budget and efficiently utilizes organizational resources.
- Ensures Maintenance Department's compliance with all company policies and procedures
- Follows established safety requirements and adheres to Fenner Framework HSE Management System.
- Performs other job related responsibilities as assigned

### **Qualifications:**

- Preferred: 10+ years' experience in maintaining HVAC, Electrical, Architectural, and Exterior building systems in a regulated environment
- High School diploma or equivalent required.
- Specialized training in a maintenance related field such as HVAC, Electrical or other industrial trade, desired.
- Strong verbal communications skills and moderate written skills.
- Moderate MS-office product skills and strong proficiency in using CMMS
- Moderate proficiency in using Building Automation System.
- Occasionally drives company vehicles. Valid PA driver's license required.
- Works on-call as needed

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