



**Material Sciences Corporation**  
 Engineered Materials and Solutions Group

**POSITION DESCRIPTION**

**Title:** Maintenance Manager EGV **Grade:** 13  
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**Location:** EGV **Dept:** Maintenance  
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**Reports To:** Plant Manager or VP / General Manager

**Employees Supervised:** Various (Directly)  
Various (Indirectly)

**Other Metrics:** % Downtime  
Maint \$/scheduled hr per AOP  
Others as defined in AOP and G & O's  
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**POSITION PURPOSE:**

Direct and manage all functions of the maintenance departments of the facility(s) to include: trouble shooting and problem solving equipment issues, continuous improvement in planning, building construction, equipment modification, spare parts, preventative and predictive maintenance, providing facilities services of the manufacturing, research, and office environments within annual budget and financial parameters.

**ESSENTIAL FUNCTIONS:**

- Responsible for supporting strategic initiatives by implementing, coordinating, and managing (formalizing, measuring, reporting, etc.) the process and assignments in order to meet the goals identified, or subsequently developed, in timely fashion.
- Responsible for the safety and general welfare of all employees and/or contractors working for Maintenance.
- Responsible to resolve equipment issues to minimize line downtime
- Assists the EH&S function in implementing safety activities and in developing safety standards. Responsible for managing the enforcement of safety programs within the maintenance department.
- Responsible for supervision, control, discipline, training, development, and instruction of all department personnel
- Plan, execute and evaluate all maintenance work requests.

- Direct the maintenance and repair of all production equipment, plant facilities and building and grounds
- Plan, schedule, evaluate and update formalized preventive and predictive maintenance for all equipment. Monitor the effectiveness of these programs and handle the administration of necessary record keeping.
- Direct, coordinate and inspect the activities of outside contractors.
- Environmental responsibilities comprise - awareness of the importance of conformance with the environmental policy and procedures and the requirements of the environmental management system, including the potential consequences of departure from specified operating procedures; knowledge of actual or potential significant environmental impacts of the work activities associated with this position and the environmental benefits of improved personal performance; and understanding the roles and responsibilities within the position in conjunction with achieving conformance with the environmental policy and procedures and with the requirements of the environmental management system.
- Complies with and supports efforts to maintain TS 16949/ISO 14001 requirements.
- Measure, track and report the effectiveness of the equipment maintenance.
- Establish procedures and work standards to maximize operating efficiency.
- Responsible for proper record keeping of all breakdowns, preventive maintenance, and building problems.
- Responsible for proper scheduling of maintenance personnel to properly support the facility.
- Work closely with vendors and suppliers to facilitate repairs and maintenance of building and equipment.

**NON-ESSENTIAL FUNCTIONS:**

- Ensure maintenance changes are documented and sent to Engineering for drawing updates.
- Work within the collective bargaining agreement.
- Review new equipment plans.
- Interact with vendors, customers, and visitors as needed. Perform other projects and duties as assigned.

**POSITION REQUIREMENTS:**

- Bachelor of Science degree in Mechanical, Electrical Engineering or Engineering Technology or equivalent experience.
- Five to 10 years experience in maintenance / engineering field including 2 to 3 years of supervisory experience
- Must possess good oral and written communication skills
- Proven leadership and teambuilding skills

- Must possess a strong mechanical and electrical aptitude
- Must possess the ability to plan, organize and schedule the work of others
- Good PC skills
- Working knowledge of OSHA, EPA, NEC

**Prepared by:** Bob Grilli **Date:** 10/12/2015

**Direct Supervisor/Manager:** \_\_\_\_\_

**Employee:** \_\_\_\_\_

**Multiple Incumbents:**  X

**Next Level Supervisor/Manager:** Mike Cocanig

**Human Resources:** \_\_\_\_\_