



JOB DESCRIPTION

Position: Maintenance Manager	Revision Date: Nov 2017
Reports to: Manufacturing Manager	Department: Maintenance

Purpose and Scope:

The Maintenance Manager leads the maintenance department to conduct the preventative maintenance program and responds to requests for service throughout the building.

Core Competencies

<ul style="list-style-type: none"> • Mechanical • Electrical • Customer Service • Health and Safety Awareness • 	<ul style="list-style-type: none"> • Leadership • Communication • Interpersonal • Multi-tasking Abilities •
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Responsibilities

Key Responsibilities

- Co-ordinate, schedule, train, and monitor the activities of personnel in the Maintenance Dept.
- Requisition required materials and supplies
- Establish methods to meet work schedules and co-ordinate work activities with other departments
- Develop, maintain and manage departmental budget
- Consistently maintain buildings, equipment and grounds in compliance with regulations (OHSA), production requirements and budget guidelines
- Support project and Engineering initiatives as required; coordinating supplies and manpower requirements and support production cost reduction efforts, and automation projects
- Communicate with contractors and suppliers, monitor work and ensure services meet requirements
- Administer planned and predictive maintenance program including preventative maintenance
- Ensure employees health and safety by meeting or exceeding legislative requirements, providing instructions in safety procedures and ensuring compliance
- Develop and facilitate equipment improvement efforts
- Manage continuous improvement activities
- Prepare Reports as required
- Conduct staff assessments annually or as required
- Assist in recruitment process for staffing needs including co-op students

Job Specifications

Knowledge & Skill

- Minimum 3 Year College Technologist
- Minimum 7-10 years maintenance experience or equivalent
- Minimum 5 years experience in the automotive industry or equivalent
- Excellent English language communication skills (both verbal & written)
- Knowledge of contractor liabilities
- Experience working with operational budget

Approval

Manager/Supervisor:
 Date:

Human Resources:
 Date:

- Strong leadership, interpersonal, organizational and problem solving skills
- Working knowledge of technical manuals, business correspondence, technical writing, capital proposals, technical drawings, MS Word, Excel, Outlook and IQMS
- Knowledge of electric, mechanic, pneumatic, hydraulic and robotic systems

Training and Development Opportunities

- OHSA – Ontario Health & Safety Act requirements
- WHMIS – Workplace Hazardous Materials Information System
- Overhead Crane
- Forklift Crane
- Lock-out Procedures