



## JOB DESCRIPTION

Job Title:	<b>Facilities and Maintenance Manager</b>	Pay Grade:	<b>MA</b>
Department:	564 – Building B General	Reports to:	Business Control Manager
Status	Exempt/Salary	Revision Date:	July 20, 2021

**SUMMARY:** This position is responsible for planning, managing, directing and coordinating activities concerned with design, construction, modification, and maintenance of facilities, equipment and machinery in industrial plant by performing the following duties personally or through subordinate supervisors and any other duties assigned.

### **DUTIES AND RESPONSIBILITIES:**

- Establish standards and policies for pollution control, installation, modification, quality control, testing, operating procedure, inspection, and maintenance of equipment, and oversees maintenance of plant buildings.
- Direct maintenance of plant buildings and coordinate requirements for new designs, surveys, and maintenance schedule for equipment and machinery.
- Manage and coordinate the repair, preventative maintenance and maintenance of all manufacturing equipment and the entire facility (including the outside of the facility).
- Tests newly installed machines and equipment to ensure fulfillment of contract specifications.
- Responsible for managing and coordinating the compliance of City, State and Federally mandated energy conservation programs as well as all voluntary energy conservation programs.
- Responsible for facilities modifications, maintenance, and project work related to equipment, including cost estimates, purchase requisitions, and contracts for construction and acquisitions.
- Prepare bid sheets and contracts for construction and facilities acquisitions.
- Oversee the corrective and preventative maintenance systems/programs.
- Oversee the inventory and management of spare parts.
- Oversee the day to day operations and inventory supply levels for maintenance which includes supplies for the boiler room and wastewater system.
- Oversee and implement the company TPM (Total Productive Maintenance) Program.
- Support projects, especially in the area of TPM, 5S, and Kaizen.
- Support all the manufacturing departments with any maintenance requirements.
- Develop cost saving initiatives in the area of energy consumption and waste reduction.
- Act as liaison to public utility, energy agencies and insurance agency for the facility.
- Analyze and maintain HVAC, electrical, central steam and hydraulic systems.
- Responsible for reporting chemical usage on the Company's Environmental Data Matrix.
- Perform other duties as required or requested.

### **SUPERVISORY RESPONSIBILITIES:**

- Manage employees in the Maintenance and Boiler Room. This position is responsible for the overall direction, coordination, and evaluation for these employees.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems for the general maintenance and boiler room personnel.
- Responsible for the general maintenance and boiler room payroll.

**JOB DESCRIPTION: Facilities & Maintenance Manager**

- Responsible for maintaining all department records including but not limited to overtime, attendance, job descriptions and skills, etc.

**EDUCATION AND EXPERIENCE:**

- Degree from a college or university or two years related experience in Facilities Management in a manufacturing environment; or equivalent combination of education and experience.

**QUALIFICATIONS:**

- Proficient skill level in the use of multiple computer software programs including but not limited to MS Word, Excel, Outlook and PowerPoint.
- Certified Professional Engineer preferred.
- Bilingual in English and Portuguese, Spanish or Creole is a plus.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Work environment consists of various office and manufacturing settings with may have exposure to noise, varying temperatures, smells, and chemicals.
- Considerable physical demands lifting 25 to 60 pounds (over 40% of the time).
- Occasionally lifting, pushing, or pulling materials over 60 pounds (15% to 40% of the time).

Annual Testing Requirements			
	Hearing Test		
	Respirator Fit Testing		
	Vision Test		
Vision Requirements			
	Close Vision (clear vision at 20 inches or less)		Ability to adjust focus
	Distance Vision (clear vision at 20 feet or more)		Other: (specify)
	Color Vision (ability to identify & distinguish colors)	X	No special requirements
Type of Personal Protective Equipment Required			
X	Safety Glasses	X	Protective Clothing: coveralls (as needed)
X	Hearing Protection	X	Safety Shoes
	Respirators		Other (please specify)

Physical Demands	Amount of Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Standing		X		
Walking			X	
Sitting			X	
Use hands to handle or touch			X	
Use fingers to pinch or grasp			X	
Reach above shoulders		X		
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Smell or Taste	X			
Use foot/feet to operate machine	X			
<b>Weight of material to lift</b>	<b>Time Spent</b>			

**JOB DESCRIPTION: Facilities & Maintenance Manager**

	None	Up to 1/3	1/3 to 2/3	2/3 to all
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds	X			
More than 75 pounds	X			

Weight of material to push or pull	Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds	X			
More than 75 pounds	X			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Repetitive Motion	X			
Tools or Equipment Used	Time Spent			
(e.g. forklift or computer, etc.)	None	Up to 1/3	1/3 to 2/3	2/3 to all
Computer			X	
Phone			X	

Travel Required	% of Time
Domestic	>5% (mostly local)
International	0%

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*Precix is an Equal Opportunity Employer.*