



- Posting Date:** May 29, 2019
- Position:** Maintenance Manager – Mill Creek
- Department:** Maintenance
- Reports To:** Technical Services Manager
- Job is:** Full Time / Salaried
- Work Schedule:** Hours and days may vary

Position Purpose: The primary role of the Maintenance Manager is to lead the Maintenance Mechanics, Electricians, Parts Coordinator, Utilities Maintenance, and Utilities Engineers in their daily duties to maintain the Mill Creek Brewery. This includes planning and execution of maintenance for all equipment throughout the Mill Creek Brewery. This will require coordination with all departments such as Brewing, Packaging, Warehouse, and Safety & Environmental (EHS). Building maintenance and PSM (Process Safety Management) is also a critical responsibility of the Maintenance Manager.

Minimum requirements to hold this position:

A BS degree or equivalent experience in a related technical field (mechanical/electrical/utilities), accompanied with the skill, experience, license/s and certification/s typically necessary to meet requirements of duties associated with this position.

Essential Duties and Responsibilities:

- Organizational / Planning / Coordination / Communication Skills
- Computer Software Skills (CMMS/MS Word/MS Excel, etc.)
- Research Skills
- Interpersonal Skills
- Process Optimization / Continuous Improvement



- Certification/s and license/s not already possessed that will benefit this position and the company will be provided as required.
- Ability to mentor, coach, train, and develop maintenance and utilities staff.
- Plan, assign, and lead maintenance tasks for skills within the maintenance and utilities department.
- Provide leadership and guidance to Parts Coordinator to improve organization and cost of spare parts. This shall include but is not limited to analyzing spare parts aging, usage, part/vendor reliability, and vendor pricing.
- Plan, prioritize, and coordinate work load to all maintenance staff through ongoing communication with department managers. Lead weekly maintenance meeting to ensure good communication between departments.
- Participating in planned maintenance period in support of the maintenance team, and assisting with problems solving, work prioritization, and resource re-allocation.
- Adhering to Out of Service processes and guidelines (i.e. Startups, Shutdowns, and Changeovers).
- Work with department managers and technical services manager on rescheduling incomplete work to the next planned maintenance period and capture all required information from the planned maintenance period.
- Generating the routine maintenance schedules. This should include required cleaning, lubrication, and inspections tasks.
- Verifying that routine maintenance tasks are being completed. Reporting any discrepancies to the Technical Services Manager.
- Participate in maintenance post mortems to feedback problems, opportunities, and learning's from maintenance activities.
- Monitoring trends from production and maintenance recaps that would identify an underlying problem where root cause should be identified and a plan to resolve should be implemented. Lead the effort to find root cause and drive the resolution of the problem.
- Lead in-house projects as assigned by the Technical Services Manager. This will include repairs, rebuilds, change over efficiency improvements, and other improvements projects as identified.



- When doing projects secure multiple bids from contractors and maintain confidentiality with management of bids and pricing to insure ethical conduct.

Job Knowledge, Skills and Abilities:

- Safety First – Understand safety requirements and use appropriate PPE.
- Must have knowledge of tools required to perform work.
- Ability to troubleshoot machinery and processes.
- Must be able to work in a team environment, lead and coach others.
- Ability to follow directions.
- Ability to work in a fast paced environment.
- Ability to handle multiple tasks simultaneously.
- Accurately complete administrative forms and reports in a timely fashion.
- Adhere to all rules, regulations, and procedures, including those necessary to maintain required licenses, certifications, and/or registrations.
- Ability to use PC's / Software (Microsoft Excel, Word, CMMS, and Outlook)
- Coordinate and train others on use of CMMS software.
- Be a resource to others when developing new maintenance reports, standards, and metrics.
- Some PLC knowledge a plus.

Education:

- BS Degree or Equivalent Experience (Mechanical / Electrical / Plant Utilities)
- Ammonia, CO2, HVAC, CHP, Boilers, Compressors a plus.

Physical Demands:

- Must be able to ascend and descend stairs
- Must be able to move about the facility

May be required to perform other duties as requested, directed, or assigned.