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| Job title | <i>Facilities Manager</i> |
| Reports to | <i>Plant Manager</i> |

Position Summary

The Facilities Manager plans, directs, and coordinates site activities concerned with the design, procurement, modification, repair and maintenance of all building and refrigeration systems associated with an automated food production facility. This position will be responsible for ensuring our facility is meticulously maintained, up to code, and fully operational.

Duties and Responsibilities

- Support, ensure, and improve compliance with local, federal, and company Environmental, Health, and Safety standards.
- Manage outside contracts for janitorial, building maintenance, snowplowing, and landscaping.
- Establish a key control program and procedures for the security of all basic and master keys for the facility.
- Establish and maintain a robust PSM program.
- Ensure proper maintenance of the facilities grounds to maintain professional appearance, protection from elements, and improved energy efficiency.
- Manage building improvement projects.
- Identify potential and current change points and make needed adjustments to ensure quality, food safety, safety, production efficiency, and cost are maintained.
- Perform duties to install, test, maintain, inspect, modify, and repair all automation equipment, components and controls systems using a thorough knowledge of electronics, robotics, fiber optic sensors, and pneumatic-hydraulic controls.
- Resolve and repair all system faults and anomalies associated with installation, operation, maintenance, and connectivity problems, including changes, adjustments, and modifications to control code and standard operating parameters. Write and debug PLC Logic. Make recommendations for major corrective actions.
- Develop Standard Operating Procedures (SOPs), technical documentation, and instruction manuals for operation, processes, and maintenance of automation equipment. Maintain technical manuals and job files.
- Effectively communicate safety, quality, good manufacturing practices and technical training to maintenance team. Ensure that all areas of responsibility are always in full compliance with SQF (Safe Quality Food) systems.
- Interface with vendors and contractors providing services to the facility to ensure company needs are met.
- Stay abreast of changing regulatory, environmental, safety, OSHA and other requirements through training and education as they pertain to maintenance support.
- Provide for the training, growth, and development of staff, establishes performance standards, and monitors and evaluates performance within these standards.
- Maintain a positive, constructive, team-oriented work environment.
- On call 24/7

Qualifications

- High level of supervisory, management, and leadership skills
- High level of communication and interpersonal skills
- High school degree or GED

Preferred:

- Technical school, degree or certificate program or 5+ years of experience
- Ability to diagnose and repair a wide variety of equipment based on industrial process controls, PLCs in process equipment.
- Ability to troubleshoot hydraulic systems and complete repairs
- Ability to read electrical schematics and drawings
- Ability to reference machine manuals and interpret trouble shooting guide
- Strong knowledge of industrial electromechanical systems
- Strong troubleshooting skills
- Experience working in a food processing plant
- Understanding of HACCP along with SOPs and working in a GMP environment
- Understanding of ammonia refrigeration systems
- Experience with implementing and maintaining the facilities PSM program.

Disclaimer

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 to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in a food manufacturing environment. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands and fingers, handle, feel, type; reach with hands and arms; climb or balance; stoop, bend, kneel, crouch, or crawl work atop a ladder in high areas, and operate equipment; visual acuity; talk or hear and taste or smell in a wet, cold and/or humid environment. The employee must have the ability to lift and/or move up to 50 pounds.

Benefits

- 401K
- Vacation
- Insurance (Health, Dental Vision)
- Bonus Plan
- Partial Gym Membership

Why Hudsonville?

We take pride in offering benefits that are competitive. Here at Hudsonville we offer a first-class work environment with a real family feel to it. We appreciate our employee's hard work, dedication, and passion. That is why we provide a comprehensive set of benefits and options

designed to fit our employee's needs. We also value continuous learning and offer many opportunities for off-site training.

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| Approved by: | <i>Signature of the person with the authority to approve the job description</i> |
| Date approved: | <i>Date upon which the job description was approved</i> |
| Reviewed: | <i>January 23, 2019</i> |