



<b>Job title</b>	<i>Maintenance Manager</i>
<b>Reports to</b>	<i>Director of Operations</i>

### **Position Summary**

This position will supply managerial oversight of the manufacturing facility and maintenance functions. The Maintenance Manager plans, directs, and coordinates site activities concerned with the design, procurement, modification, repair and maintenance of all equipment, building and refrigeration systems associated with the facility. This position will provide the technical expertise to maintain and improve all aspects of automated systems including the ability to facilitate the development and maintenance of PLC programs, PLC to PC interface systems, SCADA systems, various motion and photoelectric control applications, and AC/DC drive systems. This position will provide direction, coaching, guidance and development for the site maintenance staff and is responsible for the development and administration of the equipment/building maintenance budget and capital improvement programs.

### **Duties and Responsibilities**

- Develop, maintain, implement, and report capital budget for manufacturing facility.
- Responsible for managerial oversight and technical support to facility managed capital projects.
- Continuous development of strategic facility and operations maintenance strategy.
- Develop and provide technical maintenance support systems and processes.
- Develop and implement process improvements and infrastructure projects.
- Maintain and improve aspects of SQF program as it relates to selection of new manufacturing processes and equipment, system maintenance, preventative & predictive maintenance, regulatory requirements, system controls, building and refrigeration controls & sanitary design.
- Provide leadership, direction, and support to all aspects of maintenance and repair of plant equipment and control systems. Monitor and supervise maintenance activities to ensure productive, efficient operations, and compliance with all regulatory requirements.
- Communicate daily with maintenance employees to assess status of current maintenance needs.
- Collaborate with management members to improve overall plant performance.
- Identify, evaluate and implement alternative maintenance support resources and services.
- Manages the planning, supervision and scheduling of all machines, electrical and packaging maintenance projects through optimum utilization of facilities and personnel.
- Responsible for overall maintenance activities such a manner that maximum effectiveness is obtained for the proper maintenance of machinery within projected costs and schedules.
- Establishes and coordinates communication throughout facility of maintenance schedule changes, changes to project specifications and labor variance.
- Identify potential and current change points and make needed adjustments to ensure quality, food safety, safety, production efficiency, and cost are maintained.
- Be proactive in predicting equipment and/facility abnormalities and finding innovative solutions to correct.

- Design and maintain effective preventive and predictive maintenance programs for all equipment and systems. Provide recommendations for preventative maintenance program improvements.
- Manages installation, testing, maintenance, inspection, modification, and repairs of all automation equipment, components and controls systems using a thorough knowledge of electronics, robotics, fiber optic sensors, and pneumatic-hydraulic controls.
- Develop Standard Operating Procedures (SOPs), technical documentation, and instruction manuals for operation, processes and maintenance of automation equipment. Maintain technical manuals and job files.
- Follow and promote all health and safety rules, regulations and practices. Lock out equipment for proper and safe handling and servicing.
- Execute annual, monthly, weekly, daily preventative maintenance schedules to maintain established organizational Key Performance Indicator (KPI) goals.
- Lead the continuous improvement efforts through process optimization, data analysis and the removal of nonvalue-added work to improve safety, quality and costs
- Effectively communicate safety, quality, good manufacturing practices and technical training to maintenance team.
- Ensure that all areas of responsibility are in full compliance with SQF (Safe Quality Food) systems at all times.
- 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 subordinate staff, establishes performance standards and monitors and evaluates performance within these standards.
- Maintain a positive, constructive, team-oriented work environment.
- Ensures compliance with all environmental regulations. Meets with representatives from state and federal government to ensure all government laws and regulations are maintained.

### **Qualifications**

- Bachelor's degree in Engineering (preferably Packaging, Process, Mechanical, Electrical, Food Processing, Manufacturing, Chemical or Civil) or another related field. Master's degree in Engineering or Business desirable.
- Minimum of 10 years work experience in food processing industry managing a diverse, technical staff and capital projects.
- Must have experience with utility systems, refrigeration, construction, food processing and packaging and government regulations.
- Must have experience with CMMS systems and TPM methodology.
- Requires good written and oral communication skills, ability to work independently, and must be results oriented.

### **Preferred:**

- Technical school, degree or certificate program or 5+ years of experience
- 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

**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?**

Here at Hudsonville, we offer a first-class work environment with a real family feel. We appreciate and recognize the hard work, and dedication of our team members. We firmly believe that our employees fiscal, physical, and mental health are essential elements to our organization’s overall success. It is with this philosophy in mind that we offer a competitive wage and benefits package that starts day one. Moreover, Hudsonville is committed to its team members continual growth and development.

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<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	