



Title:

Site Maintenance Manager (Winchester, Virginia)

Reports to:

Plant Manager

Job Purpose:

Manages and leads to ensure integration of Technology, Production, Maintenance, Capital, and Contract functions as it relates to the maintaining of the facility assets.

Key Responsibilities and Accountabilities:

Develops Goals and Initiatives: Develops and sustains the maintenance organizations goals, improvement plans, and strategies to support business objectives

Reliability: Drives maintenance and reliability best practices and initiatives focused on preventive and predictive maintenance versus reactive

Oversee Maintenance Operations: Manage all installation, repair, and upkeep operations of the company's facilities, ensuring that machinery and equipment are maintained to high standards and Manage and maintain eMaint CMMS software

Develop Maintenance Procedures: Create and implement maintenance procedures and schedules to ensure efficient operation of equipment and facilities

Supervise Staff: Lead and coordinate the work of maintenance staff, assigning tasks and providing guidance to ensure effective performance

Manage Budgets: Develop and monitor maintenance budgets, tracking expenses and identifying and implementing cost saving opportunities

Ensure Compliance: Ensure all maintenance activities comply with safety regulations and standards, promoting a safe working environment; Oversee the operation and maintenance of the wastewater treatment system

Inventory Management: Maintain an inventory of spare parts and equipment, ensuring adequate stock levels for maintenance needs.

Planning and Scheduling: Implement planning and scheduling best practices to manage and execute site maintenance and ensure timely and efficient work order completion

Contractor Management: Schedule outside contractors for completion of repairs, preventative maintenance, and upgrades and audit performance

Continuous Improvement: Lead and implement process improvements and machine efficiencies

Community: Promote personal and company image throughout the community

Requirements:

- Five or more years maintenance-related experience, preferably in a food-grade facility
- Strong technical knowledge of mechanical, electrical, and plumbing systems and Computerized Maintenance Management Systems (CMMS)
- Excellent leadership and team management skills with the ability to motivate and manage a maintenance team effectively

- Strong written and verbal communication skills to interact with staff and upper management effectively
- Strong computer skills utilizing CMMS software as well as Microsoft tools and applications (Word, Excel, PowerPoint, and MStteams)

Physical Requirements:

- Prolonged standing and walking on concrete
- Ability to climb stairs and working at heights above 4 ft (on ladders and/or platforms)
- May require pushing, pulling, and lifting up to 75lbs
- Prolonged cooler, freezer, and outdoor work