



Job Title: Maintenance Manager

BASIC FUNCTION:

Responsible for highly skilled work involving planning, supervising and coordinating the activities of staff engaged in the installation, maintenance, repair, overhaul and calibration of mechanical and/or electrical and electronic power, control and instrumentation systems for the Ramsey/Washington Recycling & Energy Center. This position may be hired as an electrical maintenance manager (requires a current MN Master Electrician License) or mechanical maintenance manager.

EXAMPLES OF WORK PERFORMED:

1. Promote a diverse, culturally competent, and respectful workplace.
2. Direct plant maintenance functions in accordance with Recycling and Energy Board (R&E) policies and procedures.
3. Supervise, coach and provide work direction to employees.
4. Plans, coordinates, assigns and reviews activities involved in the installation, maintenance, repair, overhaul and calibration of a variety of mechanical or complex electrical and electronic power, control and instrumentation systems for the R&E Center.
5. Supervises the testing and adjusting of new equipment for maximum operating efficiency.
6. May serve as lead authority on programmable logic controls (PLC) and variable-frequency drive (VFD) systems.
7. May lead troubleshooting, system improvements, and long-term automation strategy including obsolescence planning.
8. Participates in the development of preventive maintenance schedules and adjusts such schedules to meet changing conditions.
9. Evaluates and reviews maintenance reports and service requests. Develops schedules and prioritizes work. Reviews the adequacy and effectiveness of work in-progress and completed projects.
10. Makes periodic inspections to ascertain condition of equipment. Recommends repair, modification or changes in equipment or operating procedures to improve efficiency and prolong the life of the equipment.
11. Develops and implements ongoing safety training programs that adhere to federal, state, and county occupational safety regulations. Develops and implements ongoing operations and maintenance training programs as it pertains to the Facility's objectives.
12. Estimates personnel, equipment and time required to complete projects.
13. Initiates and prepares requisitions for parts, tools, equipment and supplies.
14. Schedules and assigns work and determines work procedures. Recommends work to be contracted out depending on workload, personnel, materials and facility requirements. Inspects and recommends approval of work performed on contract.
15. Assists in the preparation of and the adherence to the R&E Facility annual budget.

16. Prepares various operational reports. Reads and interprets plans and specifications and other technical literature on plant equipment.
17. Participate on various committees as assigned.

(The work assigned to a position in this classification may not include all possible tasks in this work and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)

ESSENTIAL FUNCTIONS: 1 through 17.

SUPERVISOR/MANAGERIAL RESPONSIBILITY:

Supervise and direct the work of Mechanical Maintenance and/or Electrical Maintenance workers in coordination with other Maintenance Manager(s). Also may supervise Processors and Processor Helpers while on their designated shift in the absence of a Plant Supervisor.

INTERNAL/EXTERNAL RELATIONSHIPS:

Daily contact with Facility Manager, other Maintenance Manager(s) and Operations Manager to coordinate work efforts. Daily to weekly contact with other supervisors and administrative staff, and with direct reporting employees. Regular contact with vendors and contractors.

IMPACT ON SERVICES/OPERATIONS:

Duties impact the R&E Center's ability to receive and process solid waste, and to produce refuse derived fuel, recyclable metals, and the disposal of residue and bulky waste. Proper performance will contribute to the safe and efficient operation of the R&E Center and will result in quality products. Improper performance will result in higher processing and maintenance costs due to more frequently required repairs, a decline in safety and a decline in the quality of products produced by the R&E Center.

WORK ENVIRONMENT:

The work environment is typical of a production facility with large machinery. Duties are performed inside and outside year-round, in all kinds of weather. Must be able to work in a wide range of climatic conditions, including extreme heat and cold. Must be able to work on static rotating shift schedules, overtime, weekends and holidays as the needs of the plant operations require. Employees in this position are exposed to operational hazards, such as: traffic, dust and dirt, odor and noise. During the maintenance of equipment employees are subject to potentially hazardous substances such as: diesel fuel, gasoline, lubricants, and solvents. This position also includes work within an office with standard office equipment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Knowledge of Microsoft Office programs.
2. Knowledge of process controls.

3. Knowledge of safety procedures and regulations.
4. Knowledge of NEC and NFPA 70E.
5. Skill in written, verbal, interpersonal communications and leadership skills.
6. Skill in strong planning, organizational and problem-solving skills.
7. Ability to troubleshoot and diagnose defects in plant equipment and electrical and electronic systems.
8. Ability to provide effective leadership, direction, and motivation to employees.
9. Ability to work with teams and lead decision-making processes in a team environment.
10. Ability to plan, supervise and coordinate the maintenance of various types of mechanical and electrical equipment.
11. Ability to work independently without immediate supervision.
12. Ability to plan, coordinate, assign and review the work of others.
13. Ability to estimate personnel, equipment, and time requirements to complete projects.
14. Ability to effectively administer cost controls in accordance with R&E Board objectives.
15. Ability to effectively comply with all R&E Board policies and procedures.
16. Ability to maintain confidentiality
17. Ability to lift 40 pounds regularly.
18. Ability to work in a physical environment, requiring frequent bending, twisting, stooping, kneeling, crouching, climbing, walking, standing and reaching.
19. Ability to work all shifts and to be available as needed.
20. Ability to set priorities and to respond to changing demands in performing the Maintenance Supervisor duties.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent. A current MN Master Electrician License is also required for electrical maintenance manager positions.

Experience: Three to five years' experience in project planning, three to five years' maintenance experience in industrial production including the operation and maintenance of material handling equipment, three to five years in an industrial facility with PLC equipment is required.

Other: Must pass R&E Board physical examination and security screening. Positions in this job class are subject to alcohol and drug testing including cannabis. Testing negative on required tests is a condition of employment.