



MAINTENANCE MANAGER

DIVISION:	JOB CODE:	6041
LOCATION:	JOB FUNCTION:	Maintenance
DEPARTMENT:	FLSA STATUS:	Exempt
REPORTS TO:	EFFECTIVE DATE:	9/19/24

JOB SUMMARY

Supervise, direct, coordinate and assist with activities of Team Members engaged in maintaining and repairing equipment, physical structure(s), and affiliated grounds, ensuring that safety, environmental, production and quality requirements are met. Prioritize, address, and resolve urgent maintenance and repair needs to minimize equipment downtime and/or prevent business disruptions. Manage department administrative responsibilities and processes, as needed.

QUALIFICATIONS

Education/Experience

Associates Degree (AAS) in Technology (Electrical, Mechanical, and Industrial) preferred, plus five (5) years of supervisory experience leading a Maintenance department in a manufacturing environment, or equivalent combination of education, training, and experience.

Technical certification(s) and/or prior experience with HVAC, Electrical Systems, Welding and CNC Machining, a plus.

Valid driver's license, required.

Knowledge/Skills/Abilities

Technical Skills. Ability to apply and perform predictive and preventive maintenance techniques. Proficient in performing maintenance on mechanical, hydraulic, pneumatic, and electrical equipment. Ability to read and interpret facility and equipment drawings, manuals, and instructions. Working knowledge of tools, equipment, and devices, and ability to use hand operated and power tools. Proficiency with performing tasks with precision and manual dexterity. Ability to operate industrial production equipment. Ability to obtain and maintain forklift certification.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization and across the globe. Genuine with high ethical standards and values, and personal integrity and honesty. Displays humility and adaptability. Ability to apply a large measure of common sense to a variety of situations. Entrepreneurial attitude toward work center excellence.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

Strategic Change Agent. Courage to make and encourage others to make difficult decisions. Ability to foster commitment to the shared mission and vision of Pyrotek and actively lead in development/execution of strategic goals and objectives related to assigned responsibility.

Leadership Skills. Build a culture of tolerance, acceptance and civility by setting an example to staff. Ability to coach and motivate staff in planning, strategic product management, decision-making, teamwork, and process improvement. Ability to effectively manage team projects to completion according to schedule. Ability to provide regular performance feedback and to write annual performance reviews. Ability to foster attitudes, conditions and environments that guide teams toward excellence and a respectful, positive, transparent and collaborative



environment. Ability to develop staff skills and encourage growth, and to foster quality focus including improving product development processes and procedures.

Computer/Applications Skills. Proficient computer skills using Microsoft Office (Word, Excel, and PowerPoint). Ability to record and enter electronic requests, statuses, and resolutions in CMMS (Computerized Maintenance Management System).

Analytical Skills. Ability to use information/data and various metrics to develop an informed and factual business case. Ability to define problems, collect objective data, establish facts and draw valid conclusions.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Displays willingness to make decisions and work independently, without significant direction and to use resources effectively to "figure it out". Strong critical thinking skills, judgment and keen attention to detail and accuracy. Ability to work collaboratively within a matrix environment. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence. Highly organized, detail oriented and self-disciplined.

Flexibility. Ability to work outside of normal schedule due to business demands, including but not limited to power outages and equipment downtime.

Professional Investment. Demonstrated commitment to own personal professional development. Proactively involved with professional and community organizations that promote professional growth and/or enhance Pyrotek's ability to meet and/or exceed goals and objectives. Demonstrated passion for developing others.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Effectively supervise and assist with all maintenance tasks and responsibilities throughout the manufacturing facility, including but not limited to:
 - a) Safely executing daily maintenance activities associated with manufacturing equipment, auxiliary equipment, and physical plant and property management.
 - b) Prioritizing maintenance activities related to safety and production concerns, and quickly inspecting, troubleshooting, and resolving, as needed, to ensure a safe working environment and minimal business disruption(s).
 - c) Thoughtfully planning and scheduling preventative maintenance activities.
 - d) Regularly inspecting equipment and products to conclude conformance to specifications and standards resulting from good maintenance practices.
 - e) Overseeing the cleaning and upkeep of the facility (office(s), lunchrooms, locker rooms, etc.) and grounds maintenance activities (lawn care, snow removal, etc.).
 - f) Continuously monitoring the inventory and usage of spare parts, maintenance supplies, and equipment, and requisition tools, supplies, and equipment, as needed.
 - g) Managing vendor and contracted service relationships for the facility and systems/equipment, including HVAC systems, building alarms and fire alarms.
 - h) Utilizing and updating the Computerized Maintenance Management System (CMMS) for assets (equipment, plant and property) to ensure optimal preventative maintenance measures and accurate reportable metrics.
2. Collaborate with plant leadership and department personnel on various activities and projects, including:
 - a) Planning and executing capital improvement projects, and owning project management activities, as directed.
 - b) Developing and managing projects intended to increase production efficiency and/or reduce operating costs.
 - c) Analyzing data, preparing reports, and making recommendations for maintenance activities that will improve operational output and quality.



3. Continuously track, analyze and report key maintenance metrics such as asset utilization, costs, preventative maintenance compliance, etc., and take appropriate actions to improve upon metrics, as needed.
4. Ensure compliance with all industry, local, state, and federal government regulations (i.e., OSHA and EPA) by obtaining pertinent data and maintaining required records.
5. Champion the Pyrotek Quality program and ISO policies and procedures. Respond appropriately to requests for information, and provide assistance to ensure timely investigation, causal analysis, and corrective action takes place.
6. Supervise, coach support, train and develop personnel in assigned area to accomplish objectives; resolve personnel issues, redirecting complex issues to management and HR in a timely manner; directly manage employees, including assigning and reviewing work, evaluating performance/compensation, resolving grievances, administering disciplinary action, interviewing employment candidates, and effectively recommending hires and terminations in a timely manner.
7. Ensure effective communication of goals, objectives and expectations throughout assigned department/staff. Maintain the cooperation and support of team members company-wide through effective interdepartmental communication. Serve as a role model in areas such as professionalism, service orientation, agent of change, education, and commitment to organizational goals and objectives.
8. Foster attitudes, conditions and environments that guide your maintenance team toward excellence while acting with integrity and ethics aligned with Pyrotek core values. Create a work environment that helps foster tolerance, acceptance and civility and the ability and desire of employees to act in empowered ways. Actively reward / recognize employees to reinforce accomplishments and positive outcomes.
9. Determine the effectiveness of policies, procedures and projects/plans. Take appropriate corrective measures when necessary. Identify new applications, innovations, quality and/or safety improvements and report findings/results to management. Ensure all activities and operations are performed in compliance with federal/national, state/regional and local regulations.
10. Promote positive employee and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns and complaints by being professional, courteous and respectful at all times.
11. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
12. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
13. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
14. Actively support compliance with all relevant ISO management system standards by establishing, implementing, maintaining, and controlling processes and planned changes to identify and manage environmental aspects, impacts, risks, opportunities, and compliance to achieve continual improvement and prevent adverse effects and emergencies. Ensure outsourced processes' and providers' environmental aspects are controlled or influenced.
15. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
16. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
17. As a member of the management team, promote and ensure compliance with Equal Employment Opportunity and Affirmative Action.



18. Perform other tasks as assigned.

PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a Team Member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

Must be able to sit and stand for long periods-of-time, bend and reach, use stairs, ladders and scaffolds, use hands and fingers to grasp, handle and feel, lift or push up to 50 pounds occasionally. Communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

WORKING ENVIRONMENT

While performing the essential responsibilities of this position, Team Member generally will work in a manufacturing environment with frequent exposure to loud noise, moving mechanical parts, and fumes or airborne particles. Periodic exposure to outdoor environment through open doors. PPE (Personal Protective Equipment) such as approved footwear, respirators, safety glasses/goggles, may be required.

Team Member's Signature

Date