

POSITION DESCRIPTION

Job Title: Preventive Maintenance Manager - Plant
Reports To: Maintenance Manager or Assistant Superintendent
Department: Operations and Maintenance
FLSA Status: Exempt
Posting Date:

Job Summary:

Responsible for managing and controlling the preventative, predictive maintenance of plant machinery, mechanical, electrical and instrumentation equipment.

Essential Functions:

Plan and coordinate the preventive, predictive, and breakdown maintenance of plant machinery, mechanical, electrical, and instrumentation equipment.

Coordinate with Plant Maintenance Managers, Unit Process Managers, Shift Managers and Assistant Superintendents to schedule maintenance and project work.

Coordinate and evaluate outside contractor maintenance work.

Prepare and manage capital equipment installation projects.

Oversee tradesmen performing project work, co-op students and Plant Clerks.

Assist in preparation of plant budget.

Provide technical assistance to Plant Maintenance Managers and Unit Process Managers, Shift Managers and Assistant Superintendents.

Inspect equipment and machinery and recommend repair or replacement.

Estimate time and material costs of repair or modification work.

Initiate requisitions for necessary equipment materials, rental equipment or contracted repairs.

Review operating reports and inspection records to identify faulty equipment.

Maintain a computerized maintenance management system.

Train personnel in the use of predictive maintenance equipment.

Perform skilled maintenance work in emergencies.

Maintain blueprints, service manuals work orders, records and prepare reports.

Enforce prescribed safety rules and regulations.

Observe safe work practices.

Perform other duties necessary to accomplish objectives.

Non-Essential Functions:

None.

Minimum Job Requirements:

Education: High school diploma or equivalent experience.

Experience: Over five (5) years of experience in the maintenance and repair of plant electrical, mechanical or instrument equipment; or an equivalent combination of training and experience.

Specific Skills: Considerable knowledge of electrical, mechanical or instrumentation trades; considerable knowledge of the tools, equipment and materials used in maintaining plant electrical, mechanical or instrument equipment; working knowledge of electronic data processing concepts. Ability to read and understand blueprints, schematics, drawings and service manuals; ability to establish and maintain effective working relationships with others; ability to keep records.

Skill in the electrical, mechanical or instrumentation trades.

Computer literate – working knowledge of Microsoft Office

Specialized Knowledge, Licenses, etc:

Valid Class II state of Ohio Wastewater Operator Certificate highly desirable.

Valid Ohio Driver License and a driving record in accordance with the District's insurance carrier.

Supervisory Responsibilities:

None.

Working Conditions:

Working in a plant environment. Up to 20% of time out of doors, or in contaminated and dirty environments with machine vibration and ear, eye, or breathing apparatus.

Physical Demands:

A majority of the time spent sitting, standing, and walking, with occasional stooping, kneeling, or climbing. Varying amounts of time spent on computers.

Interfaces:

Internal: Interfaces with District personnel throughout the organization

External: Interfaces with consultants, vendors and public.

Success Factors:

Meticulous, precise, and accurate
Critically evaluates details, data, and information
Directs and takes charge
Organizes

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

To be considered for this position, all diplomas, licenses and other credentials must be on file before bidding closes.

7/15/03