

Maintenance Manager

Are you a solutions-focused leader who can provide direction and guidance to a team of Maintenance professionals? Do you enjoy leading others while maintaining focus on safety, quality, and preventative maintenance? Do you feel that your skills of thinking outside the box and working across multiple teams, departments, etc. are in need of a new home?

If so, Matrix Logistics, a member company of DHL Supply Chain has an opportunity for you.

Job Description

Manages the overall maintenance functions of the facility, including equipment maintenance. Ensure the facility and all production equipment operates safely within designed specifications while operating at the highest level of efficiency possible. This role is the linkage between operations and engineering to develop growth and process improvement. Keep abreast with the latest innovation and technology.

- Provide leadership and direction to the maintenance department in areas of : safety, sanitation, quality, customer service and preventative maintenance.
- Develop the maintenance department's long-term goals and assist in the continuous growth and progress of the company's short/long-term strategic plans.
- Create a positive working environment for all associates, support continuous improvement, employee empowerment, problem solving skills, increase technical knowledge level of staff, reinforce company philosophy, and policies while treating every individual with respect.
- Create a cohesive line of communication between the maintenance department and different plant/corporate departments.
- Assure all equipment, building, and company policies conform to all federal, state, and city regulatory agencies: OSHA, EPA, building codes.
- Actively search out and implement new solutions to improve equipment efficiency, change over, and associate safety.
- Develop and maintain all maintenance budgets including annual capital.
- Expand on all vendor and contractor relationships stressing quality, reliability, and competitive pricing.
- Verify and approve all Accounts Payable items ensuring authorized purchasing, proper documentation and GL coding.
- Maintain continuous communication with all departments to assure production priorities and shortfalls are addressed in a timely manner, to not impact customer service.
- Maintains tire bank for transportation equipment.
- Ensures proper preventative maintenance and emergency breakdown repair capability on all key equipment and systems. These systems may include: Forklifts, Yard Trucks, CMV Trucks, ATLS trailers, Dry Box Trailers, storage racks, pallet inverter, CNG and Diesel fueling stations, dock levelers, overhead doors, and any additional systems or equipment in the facility.

- Maintain adequate tools and spare parts inventory with cost effective justification
- Coordinates facility project work (cost, bidding, managing and scheduling as needed)
- Provides for off-hours emergency maintenance contact
- Conducts employee training (hazard communication programs, MSDS training, eyewash training, etc.) as required
- Inform facility manager of all maintenance, and safety concerns.
- Manage, track and control costs associated with maintenance of forklift/vehicle fleet to include PM and repair.
- Coordinate bidding and purchasing of equipment and maintenance parts

Required Education and Experience

- 5 years experience in operations management, required
- 5 years experience in equipment maintenance, required

Our Organization is an equal opportunity employer. We are committed to accommodating applicants with disabilities throughout the hiring process. Accommodations for job applicants with disabilities will be provided upon request.

Apply on line at www.workformatrixlogistics.com