



370 Deer Valley Rd.  
Chilhowie, VA 24319  
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## **JOB DESCRIPTION**

**Job Title:** Maintenance Manager

**Location:** Chilhowie, VA

**Department:** Operations

**FLSA Status:** Exempt

**Reports to:** Plant Manager

**Employee:**

### **Summary/Objective**

Plan, direct or coordinate the work activities of maintenance employees necessary for manufacturing products in accordance with cost, safety, and quantity specifications.

### **Essential Functions**

#### **Environmental**

Monitor organizational performance, develop compliance strategies, and help to maintain necessary environmental permits.

#### **Safety**

Knowledge of OSHA requirements, safe work practices, policies, procedures, and promote effective operations for protection of employees and property.

#### **Quality**

Knowledge of customer requirements and performance requirements.

### **Key Responsibilities**

- Provide a safe and healthy work environment.
- Daily management of maintenance including production, quality, and safety, supporting manufacturing.
- Knowledge of raw materials, production process and other techniques for maximizing effective maintenance of equipment.
- Knowledge of machines and tools used to perform production task.
- Review any production failures, quality issues, safety issues and production issues in detail.
- Scheduling of work and activities.

- Oversee the maintenance techs. Direct them to specific work orders for machinery breakdowns and monitor their work to assure it is done in an efficient and safe manner.
- Communicate with supervisors, peers, and subordinates with any production needs.
- Arrive at work an hour before production starts and survey the plant and start equipment as needed.
- Monitor wood waste in silo and schedule truck to haul wood waste off.
- Monitor and maintain dust extraction system to meet D.E.Q standards.
- Monitor and maintain compressed air system.
- Maintain all production machinery.
- Purchase and maintain inventories for spare parts.
- Trouble-shoot electrical related problems.
- Communicate, schedule and work with outside techs.
- Maintain good PM program and update as needed.
- Maintain building maintenance inside and out.
- Work with vendors to purchase parts and supplies.
- Basic computer skills, Excel, Word.
- Uphold core values

### **Travel**

Travel as required less than 10%

### **Qualifications Required**

Bachelor's degree – or equivalent work experience.

5 years or more.

### **Approval/Revision Date**

\*\*Replaces job description: XXXX

### **Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

*Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. The employee is expected to adhere to all company policies while employed.*

Employee \_\_\_\_\_ Date \_\_\_\_\_