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# Example of Maintenance & Engineering Manager Job Description

Our innovative and growing company is looking for a maintenance & engineering manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for maintenance & engineering manager

* As part of an Engineering Maintenance & Utilities Team, help plan the work, the labor, and the parts for major building shutdowns in December and July timeframe each year, or other months where the business need requires
* Ensure that all maintenance personnel are properly trained and aware of potential safety and/or health risks, including compliance with OSHA requirements and GMP standards
* Review production requirements with operations to establish an effective Preventive Maintenance schedule for support equipment and determine priorities for all other necessary repair/modification requirements to systems or infrastructure that require production interruptions
* Supervise and assist with repairs, maintenance and modifications to infrastructure and support equipment (HVAC, Chillers, Compressors, Electrical systems)
* Seek bids for construction, alteration or installation of work as required
* Recommends and institutes programs that will improve efficiencies and reduce costs while improving quality and customer service
* Responsible for the overall direction and coordination of general maintenance personnel on a daily basis in a 24/7 environment
* Prepare and oversee the annual maintenance budget and ensure compliance with budgeted figures
* Champion an Energy efficiency committee at the plant and be the plant liaison to the corporate Energy Point Team
* Champion automation initiatives for the plant as part of its strategic alignment with product competitiveness

## Qualifications for maintenance & engineering manager

* Own the site Reliability program, serving as the local Champion, to ensure processes are in place and execution meets expectation
* Have a Bachelor’s degree of Science in Industrial Engineering or in a related field
* Ability to work in a fast paced, “just do it” environment
* More than 5 years of engineering and maintenance experience
* Advanced Excel and project management skills
* Experience and complete understanding of Lean and 5S, Six Sigma is a plus