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# Example of Operations & Maintenance Job Description

Our company is growing rapidly and is hiring for an operations & maintenance. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for operations & maintenance

* Responsible for achieving assigned targets for the section and other assigned goals & metrics
* Accomplish results with subordinates and other employees by communicating job expectations, planning, monitoring, reviewing job results, coaching, counseling, and enforcing systems / policies / procedures
* Understand organization’s KPIs (Key Performance Indicators) and work to meet goals (including On-Time Delivery, Throughput Time, Productivity, and Efficiency)
* Track and enter hourly employees’ time into the time-keeping system
* Provide manufacturing information by compiling, initiating, sorting, and analyzing production performance records & data
* Maintain working relationships with the union by following the terms of the collective bargaining agreement
* Resolve personnel problems by analyzing data, investigating issues, identifying solutions, and recommending action(s)
* Use excellent people skills, coaching skills, management skills, and communication skills to accomplish daily deliverables
* Gain clear agreement and commitment from others by persuading, convincing, and negotiating
* Improve professional & technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices, and participating in professional societies

## Qualifications for operations & maintenance

* Experience leading a team of mechanics with varying levels of experience on a variety of jobs associated with facility maintenance
* Must have a computer literacy with specific experience in Microsoft Office Applications – email, database management, spreadsheets, text messaging, and word processing
* Familiar with reading building blue prints and equipment plans
* Strong customer service orientation balanced with a commitment to the mission of the department, University, and budget requirements
* Innovative, dependable, flexible leader who follows through on duties as required, to include changing situations
* Bachelor's degree with 5 years of professional experience in Operations and/or Maintenance in manufacturing environments (including at least 2 years of manufacturing leadership or maintenance leadership experience)