



Example of Engineering & Maintenance Manager Job Description

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Our company is looking for an engineering & maintenance 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 engineering & maintenance manager

- Operational Excellence - Improve the effectiveness of the work team and customer stations by sharing and implementing best practices across the region and sub-regions
- Responsible for developing and maintaining department training curriculums for each direct report
- Serves as the conduit for communication within the department to ensure that leadership messages, organizational changes, and initiatives are communicated to direct reports
- Meets financial targets including budgets and KPI's
- Assists in the maintenance scheduling process of assigned building and primarily responsible for the execution of the work
- Managing work order backlog in Computer Maintenance Management Systems (CMMS)
- Responsible for the safety and environmental compliance to include reporting and performing safety and environmental investigations and near misses
- Proactive in equipment and process reliability, able to perform problem solving
- Responsible for the operation and maintenance of all HVAC units and Utilities in assigned buildings
- Working knowledge of purified water systems generation, operation, and maintenance

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- Own the site shutdown coordination activities
 - Be an active member of broader Engineering management team taking on assignments and leading by example
 - Complete all HR related tasks such as ePM plans, development plans, succession planning, career counseling, and all other people related aspects of the team
 - Oversee management of employee qualification and training
 - Participate in emergency management responses and drills as necessary
 - Has a technical background working within a regulated environment, pharmaceutical, health care, nutritional products or similar industries with background in cGMPs (preferred)