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| **Title:**  |  Maintenance Manager  |
| **Location:** | Calgary, Alberta |
| **Reports To:**  | President |
| **Experience/Proficiency:**  |  5+ increasing experience in Management positions; Journeyman or other related trade  |
| **Education:**  |  Post-Secondary; Tradesman |
| **Hours:** | 40 |
| **NOC Code:** | 0714 |
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| **General Description** |
| Manages, assigns, reviews and can participate in the work of staff responsible for the up-time of the Manufacturing and Service equipment, machinery and related facilities; ensures work quality and adherence to established policies and procedures. This position oversees the overall department, is responsible for analysis, oversight, employee departmental training and development, competency and contingency planning and implementation, along with budget planning and capital costing |
| **Skill/Effort Requirements** |
| * Principles of supervision, training and performance evaluation.
* Modern and complex principles and practices of equipment and materials purchasing;
* OHS rules and regulations;
* Office procedures, methods, and equipment including computers and applicable software applications.
* Prepare clear and concise reports.
* Respond to and maintain order in emergency situations.
* Communicate clearly and concisely, both orally and in writing.
* Establish and maintain effective working.
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| **Responsibilities** |
| * Responsible for P&L performance and reporting for Maintenance
* Operates department and personnel within approved budget; monitor and adjust variables as needed to maintain profitability (production, staffing, and inventory).
* Plan, prioritize, and review work of staff responsible for maintenance of the Manufacturing, and Service areas including repair and installation of all electronic, electric, hydraulic, pneumatic and mechanical equipment.
* Establish schedules for maintenance and repair services; identify resource needs; review needs with appropriate staff; allocate resources accordingly.
* Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
* Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
* Manage the maintenance, aesthetic and building safety of the plant facilities
* Manage air conditioning, venting, HVAC systems for facilities; ensure systems are in proper working condition and meet required standards
* Participate in the selection of plant maintenance staff; work with employees to correct deficiencies; implement discipline procedures.
* Create the maintenance program budget; submit budget recommendations; monitor expenditures.
* Prepare analytical and statistical reports on operations and activities.
* Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of plant equipment maintenance.
* Other duties and projects as assigned.
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| **Working Conditions** |
| * Manufacturing plant environment
* Warehouse Environment
* Automotive service shop environment
* Office work
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| **Incumbent(s):** | Click here to enter text. |
| **Reviewed by:** | Click here to enter text.(Supervisor) | **Date:** | Click here to enter a date. |

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| **Position Structure (Org Chart/ BMS): Senior Manager** |
| **Required Training** |
| * Orientation & WHMIS
* Site Specific Tour Checklist
* Non Operator Competency Checklist
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