

EXEMPT JOB DESCRIPTION

Job Title: Maintenance Engineer

Department: Maintenance

Date: 9/20/2021

The maintenance engineer will be the technical support to ensure the plant production equipment reliability/uptime. This position is a development position with objective of developing future leaders for our consistently growing company. This individual will work closely with members of the maintenance department to help analyze failure & help put in place good practices to reduce downtime.

PRINCIPAL DUTIES & RESPONSIBILITIES

Working under the general supervision of the Maintenance Manager

- Work with maintenance department in preparation of large equipment outages – budgeting, coordination between departments, spare parts ordering, preparation, and supervision of contractors.
- Work closely with purchasing department to ensure equipment spares availability.
- Provide technical support to purchasing and maintenance department.
- Help follow, control and optimize maintenance expenses
- Ensure maintenance records are maintained
- Provide Maintenance Manager and Plant Manager any technical support and reporting.
- Works with Maintenance, Reliability & Production teams to prioritize repeat failure impact.
- Works with technical &/or maintenance department to design engineering solutions to remediate or eliminate repeat failures on assets or equipment performance issues.
- Will be assisting with in the implementation of the plant CMMS.
- Conduct & attend meetings, presentations etc. as necessary with department personnel.
- Participates in an on-call program to cover maintenance availability on nights, weekends & holidays - Subject to twenty-four (24) hour/day call-in for mission critical repairs.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

- **Bachelors Degree in Mechanical, Industrial or Electrical Engineering**
- Self motivator with good work ethics
- "Efficiency" minded, well organized & disciplined
- Ability to work as a team member with strong time management & record keeping skills
- Able to conduct area/job inspections to ensure work completed without defects & is in compliance with specifications & regulatory requirements
- Effectively relates to maintenance employees & to on-the-floor maintenance work.
- Analytical & Proactive in identifying opportunities, creative engineered & solutions.
- Enjoys working with information & computers.
- Effective good written & oral communication skills to influence all levels of personnel & to create change
- Demonstrates ability to analyze failures & implement effective corrective solutions
- Demonstrates leadership ability to influence safety practices & initiatives
- Able to walk long distances, climb ladders, stairs & stockpiles, crawl under & into enclosed spaces
- Able to walk on all types of surfaces (uneven &/or slippery ground) & ability to access all areas of the plant as required in order to perform duties of the position
- Some exposure to dust, noise, & extreme temperatures.
- Able to see & hear safety indicators & warnings.
- Able work in all weather conditions: heat, cold, wet, dry, dusty & near hot kiln process.
- Able to drive vehicle to various work locations.