

Job Title: Maintenance Head/Manager (Manufacturing)

Company: [Insert Company Name]

Department: Maintenance

Reports To: Plant Head

Summary:

We are seeking a highly motivated and skilled Maintenance Technician to join our growing manufacturing team. In this role, you will be responsible for the upkeep and repair of our critical production equipment, ensuring smooth operations and minimizing downtime.

Responsibilities:

- Perform preventive maintenance tasks as outlined in established procedures and schedules.
- Lead, mentor, and train a team of maintenance technicians
- Delegate tasks effectively and ensure that team members are equipped with the necessary resources and support.
- Conduct inspections to identify potential equipment failures and troubleshoot mechanical and electrical problems.
- Repair and maintain a variety of manufacturing equipment, including [List specific equipment types, if applicable].
- Perform basic calibrations and ensure all equipment meets safety and quality standards.
- Maintain accurate documentation of all maintenance activities, including work orders, repairs, and parts replacements.
- Communicate effectively with production personnel to understand equipment issues and prioritize repairs to minimize downtime.
- Participate in continuous improvement initiatives to optimize maintenance practices and equipment performance.
- May assist with equipment installation and relocation projects.
- Adhere to all safety protocols and procedures.
- Coordinate with production and engineering teams to schedule maintenance activities to minimize disruption to production schedules.
- Develop and implement maintenance schedules for equipment, machinery, and facilities.
- Diagnose issues, develop repair plans, and coordinate repairs to restore equipment functionality efficiently
- Document maintenance and repair activities for future reference and analysis.
- Manage spare parts inventory to ensure availability of critical components for repairs.
- Coordinate with procurement and logistics teams to replenish inventory as needed.
- Optimize resource allocation to minimize costs while maintaining high-quality maintenance standards.
- Uphold safety standards and ensure compliance with regulatory requirements.
- Implement corrective actions to address safety hazards and mitigate risks.

- Awareness of ISO standards
- SAP Maintenance Modules Knowledge

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Qualifications:

- Bachelor's degree in Engineering, Mechanical Engineering, or a related field. (Preferred)
- Proven experience in maintenance management within a manufacturing environment.
- Strong technical knowledge of industrial equipment and machinery.
- Excellent leadership and team management skills.
- Proficiency in maintenance planning and scheduling software.
- Familiarity with safety regulations and compliance standards.
- Effective communication and problem-solving abilities.
- Proven experience working in a manufacturing environment (required).
- Strong understanding of mechanical and/or electrical principles.
- Experience with troubleshooting and repairing various types of machinery (a plus).
- Ability to read and interpret technical manuals and schematics.
- Excellent problem-solving and analytical skills.
- Strong attention to detail and a commitment to quality.
- Excellent communication and interpersonal skills.