

## Maintenance Manager – Job Description

### **Definition:**

Responsible for ensuring that the facilities, layout and machinery used to produce new and existing materials and goods run to their maximum efficiency and output. This includes total preventative maintenance, managing breakdowns of mechanical, electrical and robotic equipment (including software programming). Includes people management and budgetary/cost reporting.

This role may report into either the Head of Manufacturing or the Head of Engineering.

### **Overall Purpose of the Role:**

Lead the site Maintenance function in providing both a reactive and proactive, multi-skilled maintenance service on all operational equipment and facilities infrastructure. Responsible for planned scheduling creation and overseeing the adherence and timely completion of work carried out. Increase the site operational effectiveness, improve on project delivery, mean time between failure and downtime reduction, and manage and implement improvement plans, driving Key Performance Indicators (KPI's) ensuring that Health, Safety and Environmental requirements are adhered to. Manage the team on technical best practice and establish standard policies and procedures whilst also mentoring and leading the department. Implement and manage continuous improvement and modern manufacturing principals by highlighting deficiencies and recommending changes in training, working practices and processes.

### **Key Responsibilities:**

#### **Strategy and Development**

- Contribute to the creation and implementation of best practice maintenance vision, strategy, policies, processes and procedures to aid and improve operational performance

# Maintenance Supervisor Job Description Sample

**Wolfgang Guggemos**



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