

## Facilities & Equipment Maintenance Manager

### Job Summary and Responsibilities:

MPC is seeking an experienced Facilities & Equipment Maintenance Manager to join our team. The Facilities & Equipment Maintenance Manager will perform strategic planning as well as routine operational planning related to buildings' administration and maintenance. The Facilities & Equipment Maintenance Manager is responsible for the day-to-day operation, maintenance, and repair of all facility systems including, but not limited to, electrical power distribution; all production equipment; compressed air machinery; heating, ventilation, and air design modification; and installation of new and existing equipment. Responsible for developing and maintaining systems and schedules for preventative, scheduled, and corrective maintenance and for parts and supply inventories. Supervise the work of in-house maintenance techs, contractors, plan and handle buildings maintenance operations, fire safety and security issues, to ensure a clean, safe and productive manufacturing environment in our three Rhode Island facilities.

### Required Competencies:

- **Facilities Management Principles:** Understands principles and methods of facilities management in manufacturing organizations, best practice techniques, managing in-house and outsourced services
- **Equipment Installation/Modification:** Works with Engineering in the development, fabrication, modification, and installation or relocation of new and existing equipment. Continually works toward improving existing processes
- **Mechanical Systems:** Demonstrates mechanical skills in electrical systems, plumbing, pipe fitting, machining, carpentry, HVAC, pneumatics, hydraulic schematics and maintenance and repair manuals.
- **Electrical, Fire Safety & OSHA Regulations:** Understands the Federal and State laws for compliance of electrical, fire safety and prevention and OSHA regulations. Knows safety measures that need to be taken during the installation, operation, and maintenance of equipment such as the appropriate safety gear, equipment handling procedures and preventive actions
- **People Management:** Effective selection, management, training and development of subordinates, working in a team or individually, to maximize their performance and contribution. Lead a group of people to help them achieve goals and maintain an effective working relationship among staff. Manage performance and development of each person in their team
- **Troubleshooting:** Able to determine the cause of operating errors or equipment failures and decide what to do; shows a logical approach to solving problems. Can 'think outside the box' when crafting solutions to complex problems.
- **Initiative:** Independently and proactively assesses situations and initiates solutions, completes projects to deadlines and on budget, looks for additional ways to contribute
- **Listening/Feedback:** Listens to other points of view, asks questions as appropriate; accepts feedback on own work and ideas as a method of improving skills.

### Required Credentials:

- High School Diploma or GED
- Rhode Island Journeyman's Electrical License
- 5 or more years of maintenance personnel supervision

**Preferred Competencies:**

- **Forklift Experience:** Able to safely operate and maintain a forklift, including inside a building and in tight spaces
- **Bilingual Proficiency (English/Spanish):** Can understand and communicate verbally and/or in written form effectively in both English and Spanish

**Preferred Credentials:**

- Associates Degree or higher from an accredited vocational or technical training school
- Forklift driver's certification

**Job Activities:**

- Recognize, trouble-shoot, and repair all problems and malfunctions associated with production and facility equipment. Communicate daily with the Operations Managers on matters of production equipment operational readiness, safety concerns, and all other issues related to a productive and safe facility.
- Assist Engineering in the development, fabrication, modification, and installation or relocation of new and existing equipment. Continually work toward improving existing processes regarding safety and productivity.
- Supervise, direct, and train the Maintenance Technicians in daily maintenance operations. Establish and implement an Electrical Apprenticeship Program with the Rhode Island Department of Labor and Training (RIDLT) to properly train and license Maintenance Technicians.
- Develop and implement processes, schedules and procedures for preventative maintenance and regular inspections in each location
- Determine and maintain proper levels of maintenance parts and services.
- Communicate with vendors concerning supplies, procedures, and services.
- Responsible for monitoring and coordinating the operation of the production equipment timing devices with the production schedules.
- Ensure all equipment is properly installed and maintained in strict accordance with OSHA and other pertinent safety requirements.
- Suggest and implement improvements for the benefit of the overall operation.
- Assists with special projects, as necessary.

**Job Details:**

- Primary work location is in Woonsocket, RI or W. Cranston, RI. Routine trips to all MPC sites in RI are required as needed to support each facility's needs.
- MPC offers:
  - Competitive pay and annual incentive plan
  - Health and dental benefits via Blue Cross Blue Shield
  - Flexible Spending Account (FSA) for out-of-pocket healthcare expenses
  - 401K retirement plan with company match
  - Company-paid term life insurance
  - Interactive performance/development plan and review process
  - Collaborative environment with direct access to leadership team and all aspects of company operations