



370 Deer Valley Rd.
Chilhowie, VA 24319
276-646-8336
evermark-LNL.com

JOB DESCRIPTION

Job Title: Maintenance Manager
Location: Chilhowie, VA
Department: Operations
FLSA Status: Exempt
Reports to: Plant Manager
Employee:

Summary/Objective

Plan, direct or coordinate the work activities of maintenance employees necessary for manufacturing products in accordance with cost, safety, and quantity specifications.

Essential Functions

Environmental

Monitor organizational performance, develop compliance strategies, and help to maintain necessary environmental permits.

Safety

Knowledge of OSHA requirements, safe work practices, policies, procedures, and promote effective operations for protection of employees and property.

Quality

Knowledge of customer requirements and performance requirements.

Key Responsibilities

- Provide a safe and healthy work environment.
- Daily management of maintenance including production, quality, and safety, supporting manufacturing.
- Knowledge of raw materials, production process and other techniques for maximizing effective maintenance of equipment.
- Knowledge of machines and tools used to perform production task.
- Review any production failures, quality issues, safety issues and production issues in detail.
- Scheduling of work and activities.

- Oversee the maintenance techs. Direct them to specific work orders for machinery breakdowns and monitor their work to assure it is done in an efficient and safe manner.
- Communicate with supervisors, peers, and subordinates with any production needs.
- Arrive at work an hour before production starts and survey the plant and start equipment as needed.
- Monitor wood waste in silo and schedule truck to haul wood waste off.
- Monitor and maintain dust extraction system to meet D.E.Q standards.
- Monitor and maintain compressed air system.
- Maintain all production machinery.
- Purchase and maintain inventories for spare parts.
- Trouble-shoot electrical related problems.
- Communicate, schedule and work with outside techs.
- Maintain good PM program and update as needed.
- Maintain building maintenance inside and out.
- Work with vendors to purchase parts and supplies.
- Basic computer skills, Excel, Word.
- Uphold core values

Travel

Travel as required less than 10%

Qualifications Required

Bachelor's degree – or equivalent work experience.

5 years or more.

Approval/Revision Date

**Replaces job description: XXXX

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. The employee is expected to adhere to all company policies while employed.

Employee _____ Date _____