Job Description

Title: Maintenance Team Lead
Reports to: Engineering Manager
Department: Maintenance
Salary: Commensurate with Experience

PRIMARY PURPOSE OF POSITION:
Directly responsible for the assignment and coordination and/or execution of activities within the Maintenance group to ensure a productive workforce that supports the facility. Oversee planning and preparation of work orders for work to be performed by the respective Maintenance departments to ensure the plant is maintained in a safe, reliable, and efficient manner.

PRIMARY DUTIES AND ACCOUNTABILITIES:

• Determine schedules, sequences, and assignments for work activities, based on work priority, quantity of equipment and skill of personnel.
• Monitor employees’ work levels and review work performance.
• Monitor tool and part inventories and the condition and maintenance of shops to ensure adequate working conditions.
• Compile operational and personnel records, such as time and production records, inventory data, repair and maintenance statistics, and test results.
• Develop, implement, and evaluate maintenance policies and procedures.
• Counsel employees about work-related issues and assist employees to correct job-skill deficiencies.
• Examine objects, systems, or facilities, and analyze information to determine needed installations, services, or repairs.
• Conduct or arrange for worker training in safety, repair, and maintenance techniques, operational procedures, or equipment use.
• Inspect and monitor work areas, examine tools and equipment, and provide employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules.
• Inspect, test, and measure completed work, using devices such as hand tools and gauges to verify conformance to standards and repair requirements.
• Requisition materials and supplies, such as tools, equipment, and replacement parts.
• Participate in budget preparation and administration, coordinating purchasing and documentation, and monitoring departmental expenditures.
• Perform skilled repair and maintenance operations, using equipment such as hand and power tools, hydraulic presses and shears, and welding equipment.
• Meet with vendors and suppliers to discuss products used in repair work.
• Compute estimates and actual costs of factors such as materials, labor, and outside contractors.
• Review, evaluate, accept, and coordinate completion of work bid from contractors.
• Confer with personnel, such as management, engineering, quality control, and customer to coordinate work activities, resolve employee grievances, and identify and review resource needs.
• Interpret specifications, blueprints, and job orders to construct templates and lay out reference points for workers.
• Design equipment configurations to meet personnel needs.
• Effectively oversee maintenance personnel to ensure that all assigned activities are performed effectively and efficiently in accordance with plant procedures and local, state and federal regulations.
• Oversee preparation of work instructions that provide direction to the Maintenance Department for corrective maintenance repairs, performance of preventive maintenance and the implementation of modifications.
• Conduct field walk-downs to identify and analyze corrective and preventive maintenance, modification.
• Assume and/or perform Maintenance Team Lead duties as required; including vacation/outage coverage.
• Participates in various aspects of Maintenance Department management to support safe and efficient operation of the plant.
• Maximizing operating profit through using planned maintenance where it is more effective than alternatives.
• Maximizing equipment reliability through using planned maintenance most effectively.

Work Experience:
• Minimum of 8 years maintenance or related-industry experience of which 4 years are in supervision and planning
• Requires experience in mechanical installation and maintenance work on plant electrical systems and equipment
• Requires a broad knowledge of controls and mechanisms.
• Proficient in troubleshooting, design and optimization of hydraulic systems.
• Degree in technical field is a plus but not required
• SAP experience with Maintenance Module is preferred!
• Excellent problem solving, decision making and planning skills
• Excellent computer skills with Microsoft Office Suite 2007
• The ability to work in a team environment, which includes being self-motivated, accepting responsibilities, completing assigned action items, and participating in a proactive manner in all team events.
• Excellent interpersonal and communication skills required

Other:
• Must be willing to be on-call 7 days a week; 24 hours per day
• Will require time to be spent on all 3 shifts to train necessary maintenance staff.

Send Resume to:
Email: HR@wkw-erbsloeh.com
Fax: (205) 338-4254
Mail: 103 Parkway East, Pell City, AL 35125

***No Phone Calls Accepted***
***Only Word (.doc or .docx) accepted -- NO Word Perfect please (.wps)***