

WASHINGTON MILLS

Maintenance Manager
Washington Mills North Grafton, Inc.
20 North Main St., P.O. Box 428,
North Grafton, MA 01536-0428
(508) 839-6511

Company Description

Washington Mills is one of the largest producers of high-quality abrasive and fused mineral products in the world. It has facilities throughout the U.S., Canada and Europe and serves a global customer base. Its principal business is the fusing of oxide and carbide minerals in electric arc and Acheson furnaces, as well as the grinding and classifying of the minerals into grains and powders. Established in 1868, Washington Mills continues a long history of excellence in serving raw materials to the abrasive, refractory, ceramic and industrial abrasive markets.

Job Description

The Maintenance Engineering Manager is the lead engineer for the plant; designing new or improving upon the flow of production and equipment by developing and optimizing the industrial processes used to produce abrasive grain. This position will provide engineering expertise, technical assistance, and operational oversight to manage the Maintenance Department. This position manages a department of one Maintenance Systems Manager, Maintenance and Electrical Foremen, Maintenance Mechanics, Housekeepers and Electricians. This position reports to the Plant Manager.

Essential Functions

- Manage the planning, construction and maintenance of equipment, machinery, buildings and other facilities.
- Identify, justify and deliver manufacturing continuous improvement and cost reductions
- Continuous development of current and new process and product which meet our regulatory and quality requirements working in close relationship with Plant Management
- Engage and understand the details of how the products are made and how engineering and mechanical solutions can improve the products and efficiencies of the plant
- Plan, budget, and schedule facility modifications and repairs
- Provide leadership for Lean strategies and activities within the Maintenance Department 5s and Kanban
- Oversee the work of the Maintenance Department in monitoring, maintaining, servicing, repairing, rebuilding and moving of systems and industrial machinery to ensure an effective office and production environment
- Oversee the Maintenance Foreman and Department and facilitate in the preparation, scheduling of assigning duties to personnel while minimizing downtime, overtime and emergency call hours
- Standardize work practices in the Maintenance Department through the development of SOPs
- Prepare, explain and present Maintenance operating and project budgets to senior management
- Review and analyze expenditures to make decisions about the purchase of materials or services.

- Oversee, develop and maintain preventative maintenance program (CMMS). Evaluate and ensure quality of work done by outside vendors.
- Write and review reports, as well as approve and analyze expenditures to make decisions about the purchase of materials or services
- Plan, coordinate and manage special maintenance and plant improvement projects by directing the installation, testing, operation, maintenance and repair of facilities and equipment
- Hire, train, motivate, discipline and mentor Maintenance staff
- Responsible for communication services, as well as facility security and fire protection systems inspections, testing and responding to calls
- Maintain equipment manuals, drawings, parts, etc.
- Maintain close communication with Plant Management advising of problems, corrective action and repair timetables
- Oversee the MRO inventory and storeroom
- Performs other related work as assigned

Required Skills

- Bachelor's degree in Industrial or Mechanical Engineering preferred or equivalent combination of education and experience.
- 5 plus years of experience in Maintenance or Facilities (preferably in a Manufacturing Environment)
- Effective written and verbal communication skills in English
- Proven team building and leadership skills within plant maintenance Dept
- Prior experience in building and equipment maintenance
- Proficiency in Microsoft Office applications, experience with common computer applications
- Demonstrated project management skills including estimating/budgeting
- Understanding of blueprints and industrial facilities drawings
- Familiarity of shop tools including and not limited to pipe cutters, torches, drill press, band saws
- Prior experience with Computerized Maintenance Management Software (CMMS), E-Maintenance experience a plus
- Prior supervisory experience required
- Familiarity with OSHA 1910
- OSHA 10-hour training a plus.
- Physical Demands:
 - Exposed to airborne harmless particles, mechanical parts and vibration
 - Occasional outside weather conditions and temperatures

Compensation/Benefits

- Medical and dental plans heavily subsidized by Company
- Company paid life and disability insurance
- 401(k) with an employer match and employer contribution
- On-site parking
- Immediate paid vacation and holidays
- Family-friendly sick and personal leave
- Opportunities for career development

The above statement reflects the general details considered necessary to describe principle functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Washington Mills is an Equal Opportunity Employer committed to workforce diversity. M/F/D/V.

Qualified minorities, women, individuals with disabilities, and veterans are strongly encouraged to apply.