

Chippewa Valley Ethanol Company
Job Description

Job Title: Maintenance Manager
Department:
Reports To: General Manager
Approved By: Chad Friese
Approved Date:

SUMMARY

The Maintenance Manager is responsible for supervising the maintenance staff. Effectively works with the Plant Manager and in partnership with other departments and teams to coordinate and discuss plans to maximize plant performance. In addition, this position is in charge of coordinating and supporting the plant maintenance personnel and contractors to achieve safe, efficient completion of the workload. Accountable for developing preventative and proactive maintenance schedules for process equipment and effective plant shutdowns.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Coordinate and support plant maintenance personnel, and contractors to achieve completion of workload in a safe efficient manner.
- Coordinate and discuss strategic plans with General Manager, Plant Manager and other Plant Management to maximize plant performance and proactively plan for future expansion.
- Supervise professional, technical and support staff on a day-to-day basis, including determining workloads and schedules, implementing and interpreting policies and procedures, evaluating and training staff, approving and making hiring and termination recommendations. Responsible for performance management of all direct reports.
- Ensure that all plant policies are implemented and followed.
- Facilitate communication between departments within the plant and other locations to maintain an effective teamwork environment.
- Develop a preventative and proactive maintenance schedule for process equipment which is effective in maximizing equipment reliability.
- Create and present reports detailing maintenance activities, state of plant equipment, shut down planning, and cost control.
- Assist the General Manager and team in developing the annual repair, maintenance and annual capital expense budget.
- Delegate projects and responsibilities within your area of responsibility and see that they are carried out efficiently and timely. Contact contractors and vendors directly when needed to assist in troubleshooting and maintaining plant equipment.

- Purchase or coordinate purchasing of all parts and supplies, maintaining a list of critical and non-critical inventory
- Effectively work with the General Manager, and other managers as a team.
- Responsible for assembling and maintaining spare parts inventory to ensure minimal plant downtime.
- Work closely with production and lead staff in training to reduce or eliminate down time.
- Support efforts to maximize production through creative problem solving, adaptation, and correction of process bottlenecks.
- Continuous plant operation requires flexible work shifts and meet call-in requirements as needed.
- Ability to manage others including the responsibility of recruitment and performance management for all reporting team members. This may include: interviewing & hiring, performance reviews, goal-setting, disciplinary action, career development.
- Responsible to coordinate plant cleanliness and grounds keeping.
- Designated work areas are to be cleaned at the end of each day barring any breakdowns. This includes shop, parts room, storage areas, vehicles and plant perimeters.
- Initiates and carries out projects that improve efficiency and/or reduce operating costs.
- Be depended on to report to work at the scheduled time and is seldom absent from work. Team member can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.
- Maintain a team environment with other departments.
- Champion CVEC in the community.
- Maintain a high level of customer service and friendly atmosphere.
- Other duties as assigned.
- Demonstrates the following core values and guide behaviors which are expected of all employees: Integrity, openness, trust, teamwork, commitment, and entrepreneurship.