



JOB DESCRIPTION

Position Title: **Industrial Maintenance Manager**

Reports To: Plant Manager

Each position's major objective is to perform responsibilities in accordance with the Company's Corporate Values & Mission Statement: "SERVICE to our customers, employees, communities, and shareholders is the reason our businesses exist. In this service, we deeply value HONESTY, EXCELLENCE & CONTINUOUS IMPROVEMENT. We commit to work together fairly and safely, holding these values for the common good."

Major Responsibilities

- **Manage:** Establish and manage a team of professional technicians that will follow daily work orders to complete necessary tasks
- **Troubleshooting:** Identifying and fixing mechanical, electrical, hydraulic, and pneumatic issues
- **Preventive maintenance:** Performing regular maintenance tasks, to keep equipment running smoothly
- **Installation and repair:** Installing new equipment and repairing or replacing broken or worn parts
- **Adjustments:** Calibrating equipment to optimal specifications
- **Testing:** Running tests and initial batches to ensure equipment is functioning properly
- **Documentation:** Reading and interpreting technical manuals, schematics, blueprints, and work orders
- **Safety:** Ensuring compliance with safety procedures
- **Communication:** Working with vendors, tenants, and co-workers in a professional and friendly manner
- **Computer skills:** Using basic computer skills to coordinate with vendors/tenants/services through email, update work performed via spreadsheets, and research items on the web.
- **Organization skills:** oversee maintenance shop areas and maintain clean and organized work areas
- Coach/Mentor appointed personnel in developing leadership roles that can become leads within their department for future growth.
- To exhibit a drive for continuous improvement and efficiency within our departments
- Utilize shop trucks to pick up items locally for maintenance needs.
- Other duties or special projects as assigned by management.

Benefits

- 401(k) w/ Matching
- Health Insurance
- Dental & Vision Insurance
- Paid Time Off (PTO)
- Disability insurance
- Retirement Plan

Qualified applicants should apply online at www.dunnutility.com/careers.