



Job Description

Position Title:	Assistant Maintenance Manager
Relationships:	
Reports To	Maintenance Manager
Subordinate staff	Maintenance Technicians Electricians Welders House Keeping
Other internal contacts	Department Managers Compliance Department Housekeeping Engineering personnel Procurement personnel Inventory Control personnel
Work Environment:	Works within the Maintenance Department Facility Works within the offices for providing maintenance support Work on the facility floor on a regular basis
Summary of Responsibilities:	<ul style="list-style-type: none"> • Responsible for assisting the Maintenance Manager in planning, organizing and directing the overall maintenance of the facility, plant and offices of the company. • Responsible for assisting the Maintenance Manager in developing and implementing preventive and predictive maintenance initiatives. • Responsible for assisting the Maintenance Manager in ensuring that the production facility equipment is readily available for production. • Responsible for assisting the Maintenance Manager in providing management reports on metrics associated with equipment performance on a regular basis.
Responsibilities:	<ul style="list-style-type: none"> • Assists the Maintenance Manager in overseeing the maintenance of the production facilities, all equipment supporting production and material handling • Assists the Maintenance Manager in the maintenance of offices and associated real estate and improvements to existing facilities, at competitive costs. • Assists the Maintenance Manager in providing technical assistance and operational support as required, specifically with respect to environmental conditions, energy utilization, and the basic functions of electrical, air handling, power generation and distribution, structural and mechanical systems. • Cooperates and collaborates with peers and all staff in determining plant engineering, maintenance, or repairs priorities. • Assists the Maintenance Manager in developing and deploying

	<p>maintenance control plans to direct the execution of planned preventive and predictive maintenance activities.</p> <ul style="list-style-type: none"> • Assists the Maintenance Manager in ensuring adherence to various governmental laws, codes, regulations, and insurance standards, as related to maintenance of equipment and facilities. • Assists the Environmental and Safety function in hazardous waste management, abating safety problems, and managing safety emergencies. • Assists in the development of annual budgets for capital expenditures. • Assists the Maintenance Manager in ensuring that the plant operates its preventive and predictive maintenance programs at optimal costs. • Assists the Maintenance Manager in ensuring the management and maintenance of optimal levels of spare parts so that the operational facility does not suffer from work stoppage due to parts. • Assists the Maintenance Manager in overseeing all company grounds and property ensuring proper maintenance, of security, lighting, landscaping and safety. • Assists the Maintenance Manager in overseeing the maintenance of company buildings to ensure that the building is safe and has proper conditions conducive to working in the office i.e. A/C, lighting, power, water, garbage disposal and cleaning • Assists the Maintenance Manager in overseeing all cleaning crew activities and ensures that waste and garbage are removed daily from the offices and the toilets are cleaned • Assists the Maintenance Manager in overseeing the cleanliness of the plant facility for removal of all garbage and posting of necessary garbage disposal containers at strategic locations and ensures regular pick up • Provides training to all personnel as applicable to ensure the environment is kept clean and clutter free • Assists the Maintenance Manager in determining and/or approving major equipment maintenance; including appropriate action, method and solicitation of quote for repair/rebuilding of equipment. • Assists the Maintenance Manager in ensuring all equipment is upgraded to meet or exceed all standards. • Assists the Maintenance Manager in creating purchase requests and gaining approval from COO for purchase of material handling equipment. • Participates in purchasing and selling of facilities, machinery and equipment as directed. • Assists the Maintenance Manager in overseeing the installation, removal, or movement of all machinery and equipment. • Assists the Maintenance Manager in monitoring utility costs and conducting energy analyses to identify opportunities for cost savings or system performance improvements. Ensures up-grades and/or modifications are implemented. • Monitor and assess staff work performance on an ongoing basis and provide performance feedback as needed, including completing formal employee
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	<p>performance reviews, and developing and carrying-out corrective action plans to improve worker performance.</p> <ul style="list-style-type: none"> • Oversee subordinate staff development activities, including providing training as needed. • Assists the Maintenance Manager in ensuring appropriate staffing levels of Maintenance Department, including scheduling vacations and replacements, and initiating and participating in hiring new and replacement staff • Other responsibilities as may be assigned by the Maintenance Manager
Job Specific Knowledge & Skills Required :	<ul style="list-style-type: none"> • Must possess a technical a degree or proven experience and thoroughly with all aspects of maintenance management • 5- 10 years of on the job experience in a maintenance functional role involving exposure to equipment, facility, safety and OSHA requirements
Management Skills Required:	<ul style="list-style-type: none"> • Management skills of running an organizational function with proven track record of achieving and or exceeding functional metrics goals. • Strong analytical and problem solving skills required • Knowledge of budgeting and ability to create and manage to an approved budget • Ability to manage personnel and bring out the best, through motivation, leadership and by example
Special Skills:	<ul style="list-style-type: none"> • Proven ability to direct, control, or plan activities of others • Ability to influence people in their opinions, attitudes, and judgments • Ability to perform a variety of duties and multi-tasking • Ability to attain precise set limits, tolerances, and standards • Ability to deal with people and maintain positive interpersonal relationships • Ability to make judgments and decisions • Must be self-motivated and a self-starter • Ability to be made responsible and take accountability
Skills required for Equipment Use:	<ul style="list-style-type: none"> • Computer skills and minimum basic knowledge of using Word, power point and excel • Ability to use calculators and perform computations and analyses of data
Key Performance Metrics :	<ul style="list-style-type: none"> • Knowledge base of the maintenance function • Ability to manage the maintenance function within budget • Response time for maintenance related issues • up time of plant equipment • Implementation of cost savings programs as related to <ul style="list-style-type: none"> ○ Equipment ○ Spare parts ○ Energy costs ○ Others as set by the Maintenance Manager

	<ul style="list-style-type: none"> • Other measurements as may be set and agreed on by the Maintenance Manager • Peers view of ability to work as a team member
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Acknowledgement

I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand Global Alternative Fuels has the right to change this job description at any time. ***I understand, and am fully aware, that this job description does not constitute an employment contract or a guarantee of continued employment—even if I satisfactorily meet all performance measures. Further, I understand the Assistant Maintenance Manager position is classified as an Exempt (salary) position.***

(Please Print and Sign Name.)

Print Name

Signature

Date