

Maintenance Director Position Description

Summary:

Metal Exteriors' (ME) Maintenance Director is responsible for ensuring adequate facility and equipment maintenance, repair, and development. This role reports to the Operations Team Leader.

Responsibilities:

- Leadership
 - Develop maintenance procedures and ensure implementation
 - Carry out inspections of the facilities and equipment to identify and resolve issues
- Management
 - Manage relationships with machine vendors and service providers
 - Monitor equipment and place parts orders when necessary
 - Monitor expenses and control the budget for maintenance
 - Plan and oversee all equipment installation, maintenance, and repair activities; this may include creating schedules, reviewing logs, et cetera
 - This should be done in strict coordination with the Operations Team Leader to ensure minimal disruption to operations
- Accountability
 - Check electrical and hydraulic systems of equipment to ensure functionality
 - Keep maintenance logs and report on daily activities
 - Ensure health and safety policies are complied with

Qualifications:

- High school diploma or equivalent; associate or bachelor's degree in logistics or a related field preferred
- Proven experience in similar roles
- Familiarity with factory setting
- Strong attention to detail and accuracy
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Strong analytical and problem-solving skills
- Resonate with Metal Exteriors core values
- Access to reliable transportation

Classification and Compensation:

- Full time, exempt employee status
- Onsite: Shiloh, Ohio
- Health benefits including vision and dental
- Retirement plan eligible
- Profit Sharing may be available quarterly
- Reports to Operations Team Leader
- Salary Range: \$60-\$80k