

## JOB POSTING



**Position:** Maintenance Manager

Position Type: Full Time                      No. of Positions: 1

**Reports to:** Plant Manager

**Direct Reports:** Maintenance and Repair Specialist

### **Purpose and Scope**

The Maintenance Manager is responsible for improving the safe and productive operation of Peak, mainly through leading preventative maintenance practices that ensure the uninterrupted operation of equipment and facilities. Other responsibilities include ensuring that the people are working safely and maintain compliance with other company safety rules and conducting themselves in accordance with company policies. As well as, maintaining high customer experience levels internally and externally.

### **Duties:**

- Develop, implement, and maintain a preventative maintenance schedule. This includes assigning tasks to maintenance staff, scheduling specific tasks and ordering materials related to preventative maintenance.
- Build and maintain positive relations with internal and external parties (customers, suppliers, contractors)
- Monitor work quality to ensure high customer satisfaction and minimal returns
- Minimize unplanned downtime, solve problems in a timely manner and identify opportunities for improvement through regular reviews
- Tracks, analyzes, and improves key maintenance metrics including asset utilization, maintenance costs, PM compliance and schedule compliance
- Prepares reports, analyzes data, and makes recommendations for improving department performance and solving maintenance related problems
- Maintain a clean and safe work environment

### **Qualifications:**

- Minimum 5 years experience in a similar maintenance management position
- Trades/Engineering Certification (Mechanical, Electrical) an asset
- Ability to manage, coach and develop team members
- Proficient with computers and creating technical reports (Microsoft Office applications)
- Excellent organizational skills and thrives in a fast-paced environment
- Strong proactive problem solver
- Demonstrated ability to be creative and innovative
- Ability to exercise tact and diplomacy when dealing with sensitive situations
- Must be able to work in an environment with heavy machinery and conveyor noise
- Strong communication and people management skills
- Must be able to work flexible hours

### **Schedule**

- 5 days per week Monday to Sunday
- 8 Hours per day

**Rate of Pay:** Salary based on experience.

### **COVID-19 and other safety considerations:**

At this time all Staff are required to wear steel toed shoes.

You must provide proof of being fully vaccinated (fully vaccinated means: two vaccines plus the third booster.)

All interested individuals, please submit your resume to Pamela Kolochuk at [pam@peakmarket.com](mailto:pam@peakmarket.com).