



United Wisconsin Grain Producers LLC (UWGP)

Job Title:	Maintenance Manager	Job Category:	Maintenance
Location:	Friesland Wisconsin	Travel Required:	Minimal
Level/Salary Range:	\$	Position Type:	Full time
HR Contact:	Suzanne Wendt	Date posted:	
Position Reports To:	General Manager	Posting Expires:	
Applications Accepted By:			
Fax or E-mail: (920) 348-5009 or swendt@uwgp.com Subject Line: Attention: Suzanne Wendt, HR Manager		Mail: Human Resources, United Wisconsin Grain Producers PO Box 247 Friesland, WI 53935	
Job Description			
<p>Job Purpose: The Maintenance Manager is responsible for strategic planning, execution and overall performance of the Maintenance Department. This position is responsible for managing the activities of millwrights/maintenance and electrical technicians to avoid unplanned down time, maximize plant run time, and asset life.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Hire, review, coordinate and support maintenance personnel to effectively maintain facility and production equipment/systems • Ensures maintenance and electrical technicians are adequately trained, equipped, and motivated so the maintenance program can be accomplished in a safe, timely, and cost-effective manner • Communicates directly and works closely with all UWGP Managers to ensure effective participation by the maintenance personnel in the implementation of safety, environmental, and quality assurance policies and procedures • Maintain an effective preventative and predictive maintenance schedule for the facility and production equipment/systems • Work closely with the Maintenance team to purchase parts and maintenance supplies competitively • Work closely with the Maintenance team to assemble, organize, and manage spare parts inventory and records • Work closely with the Maintenance team to maintain the computerized maintenance management system (CMMS) for tracking work orders, spare parts, and maintenance history of plant equipment for Process Safety Management (PSM) and Mechanical Integrity System (MIS) • Work closely with Plant Operations to maximize production through creative problem solving • Monitors and reviews the operation of plant equipment/systems constantly to avoid unplanned downtime, anticipate and solve problems in a timely manner, and to identify opportunities for continuous improvement. • Work closely with the Process Improvement Manager to support and assist in the coordination of capital/special projects, longer term maintenance tasks, and planned shutdowns • Work closely with Maintenance team to plan, coordinate, organize, execute planned plant shut downs • Complete any and all tasks assigned by the General Manager <p>Skills/Qualifications/Requirements:</p> <ul style="list-style-type: none"> • Minimum of High School diploma • Minimum of basic industrial maintenance skills 			



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- Basic computer proficiency including ability to master quickly the MAPCON computerized maintenance manager software
- Strong problem solving and trouble shooting skills
- Knowledge of maintenance procedures for centrifuges, drying equipment, grain handling equipment, boilers, cooling towers, air compressors, valves, pump mechanics, piping and low voltage instrumentation is preferred
- Able to read blue prints and P&IDs
- Two (2) years in industrial process maintenance experience is preferred
- Two (2) years in management environment is preferred. Experience in managing and supervising a work force effectively
- Willing to learn new technologies and techniques for continuous improvement
- Willing to attend classes, seminars, and equipment training
- Willing to be on a rotating call coverage for off hours, weekends, and holidays
- Must be able to manage confined space entry, climb ladders and stairs, lift up to 75 pounds
- Must be able to operate wheeled equipment, loaders, Bobcat loader, forklift, boom lift, platform lift, and personal carrier, in a safe and effective manner
- Valid driver's license
- Commitment to safety and procedures
- Reside within a 30-mile radius of plant to respond timely for emergency and/or on-call maintenance

Last Updated By:	Barb Bontrager	Date/Time:	December 17, 2015
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