



JOB TITLE: Maintenance Manager
DEPARTMENT: Maintenance
REPORTS TO: Director of Bottling & Maintenance

APPROVED BY: People Operations
APPROVED DATE: 05/25/17
CLASSIFICATION: Exempt

SUMMARY: Oversees and coordinates daily operations of the Maintenance Department and staff; maintains all equipment, buildings, and property.

DUTIES AND RESPONSIBILITIES:

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Develop and implement a facility management program; including preventative maintenance
- Develop, implement, and maintain processes, procedures, and programs to improve the efficiency of the Maintenance Department
- Supervise maintenance staff; assign duties and monitor quality of work
- Hire, train, motivate, and develop maintenance staff; manage schedules and workflow
- Responsible for maintaining property: offices, production areas, public areas, equipment, etc.
- Manage the Company's physical operations including, but not limited to: refrigeration, heating, ventilation and air conditioning, kitchen equipment, emergency generators, plumbing, water treatment, and electric systems
- Ensure compliance with health and safety standards and industry codes
- Support development of annual department budget and CapX budget
- Monitor and maintain proper inventory levels; authorize purchase orders for supplies and equipment
- Manage relationships with contractors and service providers
- Perform other duties as assigned by manager

QUALIFICATIONS:

- 5-10 years' experience as a Maintenance/Facilities supervisor/manager
- B.S. Degree in Engineering, Industrial Technology, or related discipline
- Knowledge of principles and practices of project management
- Knowledge of Lean Methodology and 5S principles
- Proficient in the use of Computerized Maintenance Management Systems (CMMS)
- Knowledge of ventilation/air conditioning, heating, refrigeration, electrical, plumbing, carpentry, painting, and other generally accepted maintenance skills
- Knowledge of city and state building codes, OSHA requirements, and ADA laws.
- Demonstrated proficiency in supervising and motivating subordinates
- Strong organizational, problem-solving, and analytical skills
- Versatility, flexibility, and a willingness to work within constantly changing priorities

- Strong interpersonal skills
- Creative, flexible, and innovative team player
- Bilingual skills, a plus
- Must be able to speak, read, write, and understand the primary language(s) used in the workplace

PHYSICAL/MENTAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to do the following:

- Lift and carry up to 50 pounds
- Use ladders and scaffolds
- Move furniture, materials, and equipment
- Interpret complex laws, regulations, and/or policies
- Coordinate multiple tasks simultaneously

WORK ENVIRONMENT:

- Work is performed in a normal office environment and outdoors. Noise levels are usually moderate, but may be moderate to high at times
- A percentage of work time may be spent in a wine warehouse or cellar where temperatures are cool and noise level is usually moderate

Must pass a comprehensive background check and drug screen.

The employee is expected to adhere to all Company, Federal and State Food Safety Regulations and Policies.