



JOB TITLE: Maintenance, Repair & Operations Coordinator
DEPARTMENT: Maintenance
REPORTS TO: Director of Bottling & Maintenance

APPROVED BY: People Operations
APPROVED DATE: 05/13/2019
CLASSIFICATION: Non-Exempt

SUMMARY: The role of the Maintenance, Repair, and Operations (MRO) Coordinator is to continuously develop our AMMS (Advanced Maintenance Management System) program, while supporting the Director of Maintenance, Facility Maintenance Manager, and Bottling Maintenance Supervisor. The position acts as a liaison between the Maintenance Department and their internal customers, as well as establish relationships with outside contractors and vendors. This position will manage the AMMS database to ensure work orders are documented, executed upon and closed with the correct data entered into the system. The focus of this position is to coordinate preventative maintenance activities, resources and materials. Additionally, they will ensure the autonomous maintenance schedule is communicated to all customers and support groups.

DUTIES AND RESPONSIBILITIES:

- Create and manage work orders based on mechanics Daily Activity Reports (DAR) and preventative maintenance program; prioritize, and schedule accordingly.
- Monitor and stock parts inventory; order parts as necessary
- Identify cost saving opportunities with parts on hand to help reduce total inventory
- Build relationships with OEMs, vendors and contractors
- Help develop and implement 5S opportunities for maintenance shop and parts storage
- Continuously improve the process flow to ensure internal customers' needs are being taken care of to include completing of work orders, and communicating work order completion constraints
- Support the Director of Bottling & Maintenance in the development, and continuous improvement of all AMMS Modules: work order requests, preventative maintenance, and inventory management
- Work side-by-side with the Facility Maintenance Manager and Bottling Supervisor to develop KPIs specific to each department
- Develop preventative maintenance and inspection frequencies for existing and future equipment
- Establish standard operating procedures for various preventative maintenance, rebuild tasks and for processes related with AMMS
- Review work orders' backlog to set priorities and consolidate work
- Maintain files and manuals related to parts, machines and equipment used and master equipment list
- Responsible for machine inspections and preventive maintenance programs (vibration analysis, oil analysis, thermal imaging, etc.)
- Prepare reports as related to maintenance labor and work completed
- Track all down day work orders and review with the maintenance and production before and after (as to the success and failures)
- Maintain/update work orders for SQF inspections, monthly apprentice reports and other related reports
- Maintain list of tablets and radios, and contact AMMS for tablet issues and/or software updates, as well as keep list of AMMS users ID and passwords
- Lead site purchasing to achieve goals involving supplier cost, quality, and services. Accurately estimate jobs, define material requirements and update job plans as needed based on feedback from team members

QUALIFICATIONS:

- High school diploma or equivalent, required; BS/BA degree in Industrial Technology or related field, preferred
- Minimum one to three (1-3) years maintenance experience
- General trades skills and mechanical ability
- Proficient with Microsoft Office applications; specifically Excel
- Knowledge of computerized maintenance management systems
- Strong organizational, analytical and problem-solving skills
- Ability to manage priorities and workflow
- Strong communication and interpersonal skills

PHYSICAL/MENTAL REQUIREMENTS:

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

- Lift and carry 50 pounds
- Interpret complex laws, regulations, and/or policies
- Coordinate multiple tasks simultaneously
- Collect, interpret, and/or analyze complex data and information
- Understand and respond to a diverse population

WORK ENVIRONMENT:

- Work is performed both in a normal office environment and in the 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