First State Manufacturing Inc.

Position Description

Division & Department: Facilities		
Job title: Facilities & Maintenance Manager		
Reports to: Director of Manufacturing		
Level/Grade: NE 6	Type of position: Full-time, Exempt	Hours: 40+ /week

General Description: Directly oversees the general upkeep and maintenance of all company facilities and associated equipment and leads assigned personnel in accomplishing this. Company facilities and associated equipment includes all building structures, manufacturing equipment and tools, and company vehicles and trailers.

Primary Activities:

- Establishes and maintains a daily, weekly, monthly and annual Preventive Maintenance Program for all manufacturing equipment including sewing machines, cutting equipment, heat welder, etc.
 - Maintains a database for all equipment maintenance actions.
 - o Coordinates with Purchasing to keep a programmed stock of spare parts.
- Leads the accomplishment of and/or personally performs maintenance on sewing machines as necessary or as requested by the manufacturing team.
- Works directly with the manufacturing management team to ensure required equipment is serviced and available for scheduled production runs.
- Monitors and maintains FSM facility and grounds through regularly scheduled inspections. This includes both indoors and outdoors.
- Facilitates and/or Leads the FSM Associate Tool Control Program.
 - This includes issuance of new associate tool boxes and repairing or replacing worn or damaged tools.
- Oversees all contractor support activities to include obtaining quotes from various contractors, setting up service calls, contractor schedules and final inspections of quoted work performed.
- Identifies and recommends required training for company equipment.
- Identifies and mitigates safety hazards throughout manufacturing facility.

Secondary Activities:

- Leads and directs all work associated with the Aquamiser, including training of operators, maintenance of the equipment and assessment/quoting of new job opportunities. When necessary travels off-site for quoting and or repair activities.
- Manages special projects as assigned. Provides/communicates regular project status updates
- Supports the manufacturing team in the creation of new processes using new equipment or newly created jigs.
 Provides direct support in creating jigs or tooling for new processes or in support of continuous process improvement activities.
- Member of the FSM Safety Council

Work experience Required: Minimum 5 years management and/or supervisory experience and project management. Knowledge of and experience working with a variety of hand and power tools. Minimum 10 years working on various equipment platforms. Strong knowledge of tools required for repairing equipment. Basic knowledge of HVAC, plumbing and electrical. Must have strong organizational, analytical, computer and communication skills. Must be able to work well under pressure and during tight deadlines.

Education or Training Required: Associates Degree or Bachelor's Degree is preferred, however, must as a minimum possess a High School diploma or equivalent. Work experience in lieu of a degree may be considered.

Approved by:	
1 st Level Supervisor:	_Title:
2 nd Level Supervisor:	_ Title:
Date:	