



Job Title: Maintenance Manager
Job Code: 130017
Department: Maintenance
Reports to: Plant Manager
Prepared By: Human Resources
FLSA Status: Exempt
Preparation Date: April 2024

POSITION SUMMARY: Reporting to the Plant Manager, the Maintenance Manager will play a pivotal role in ensuring the smooth operation and upkeep of all mechanical and electrical systems in the facility. This position oversees a team of maintenance technicians and is responsible for developing and implementing maintenance procedures to optimize equipment performance, minimize downtime, and ensure workplace safety. The Maintenance Manager collaborates closely with production to schedule preventive maintenance, troubleshoot equipment issues, and implement improvements to enhance overall efficiency. Additionally, the Maintenance Manager coordinates external vendors, and maintains inventory levels of parts and supplies. This role requires strong leadership skills, technical expertise, and a proactive approach to maintenance management to meet operational objectives and drive continuous improvement initiatives.

ESSENTIAL FUNCTIONS:

- Leads and supervises a team of Maintenance Technicians, providing guidance, training, and support as needed.
- Develops and implements preventive maintenance programs to ensure the reliability and longevity of facilities, machinery, and equipment.
- Schedules and prioritizes maintenance activities based on production schedules, equipment needs, and facility requirements.
- Collaborates with production and other departments to coordinate maintenance activities and minimize production downtime.
- Continuously takes independent action, delegates tasks, and provides corrective recommendations to the Plant Manager in the areas of safety, new and existing equipment, production and quality processes, and inspection of machinery.
- Develops Maintenance Technicians' ability to understand, manage, and affect the department in a positive professional way by ensuring that all technicians have been trained in the areas of:
 - o Lock Out / Tag Out
 - o Food Defense, Allergens, SQF, GMP's, HAACP, CCP procedures
 - o Quality, Cleanliness, OSHA regulated programs
 - o Machine Operation
 - o Reading and understanding production specifications
 - o Understanding and recording of data on process documents
- Adheres to all food safety and Environmental, Health, and Safety (EHS), and company policies and guidelines.
- Responsible for day-to-day maintenance operations by providing leadership, goal setting, and working with all departments to resolve facility issues. Provide long term resolutions for preventative measures.
- Oversees compliance and standard operating procedures with local officials including but not limited to fire department regulations, and local building permits.

- Conducts regular facility, machinery, and equipment inspections to identify maintenance needs and address potential issues proactively.
- Maintains accurate records of maintenance activities, including work orders, equipment maintenance history, and inventory levels.
- Stays informed about new technologies, best practices, and industry trends in maintenance management to drive continuous improvement initiatives.
- Performs other duties as assigned by the Plant Manager.

COMPETENCIES:

To perform this job successfully, the Maintenance Manager must be self-motivated, able to problem solve, detail-oriented, and able to stay on task. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to demonstrate strong leadership skills, including the ability to motivate, coach, and develop a team of maintenance professionals.
- Capable of managing multiple tasks and priorities efficiently, demonstrating strong organizational skills to plan, scheduling, and coordinating maintenance activities effectively.
- Strong analytical thinking to troubleshoot and evaluate maintenance processes, identify areas for improvement, and implement data-driven solutions to optimize equipment performance and reliability.
- Ability to apply continuous improvement in maintenance processes, systems, and procedures, driving initiatives to enhance efficiency, reduce downtime, and increase equipment reliability.
- Effective communication skills with the ability to collaborate with cross-functional teams and communicate technical information to non-technical stakeholders.
- Ability to use standard tools, materials, methods, and practices involved in building maintenance and repair, including but not limited to carpentry, plumbing, welding, electrical, and painting.

EDUCATION AND EXPERIENCE:

- Bachelor’s degree in engineering, facilities management, or related field preferred.
- Minimum of 5 - 7 years of prior experience working with maintenance (CMMS) and program management for a consumer product manufacturer; experience in food manufacturing preferred
- Knowledge in OSHA regulations
- Proven experience in maintenance management, preferably in a manufacturing or industrial setting.
- Knowledge of safety regulations, environmental standards, and quality management systems relevant to maintenance operations.

Job Analysis/Job Description Physical Activities Checklist
Job title: Maintenance Manager

Physical Activities <i>Check all that apply</i>	Frequency <i>(N)Never, (O)Occasionally or (C)Constantly</i>
Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like.	O
Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.	C
Remaining in a stationary position, often standing, or sitting for prolonged periods.	C
Moving about to accomplish tasks or moving from one worksite to another.	C
Adjusting or moving objects up to 15 pounds in all directions.	O
Communicating with others to exchange information.	O
Repeating motions that may include the wrists, hands and/or fingers.	O
Operating machinery and/or power tools.	C
Operating motor vehicles or heavy equipment.	C

Environmental Conditions <i>Check all that apply</i>	Frequency
Low temperatures.	O
High temperatures.	O
Outdoor elements such as precipitation and wind.	O
Noisy environments.	C
Hazardous conditions.	O
Poor ventilation.	N
Small and/or enclosed spaces.	O

Physical Demands <i>Check only one</i>	Frequency
Sedentary work that primarily involves sitting/standing.	O
Light work that includes moving objects up to 20 pounds.	O
Medium work that includes moving objects up to 50 pounds.	O
Heavy work that includes moving objects up to 100 pounds or more.	N

Disclaimer:

This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the team member. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

EEO Statement:

J&J Snack Foods Corp. is an equal opportunity employer and prohibits discriminatory employment actions against, and treatment of, employees and applicants for employment based on actual or perceived Federal, State and local laws that prohibit employment discrimination on the basis of race, color, age, national origin, ethnicity, alienage, religion or creed, gender, gender identity, pregnancy, marital status, sexual orientation, citizenship, genetic disposition or characteristics, disability or veteran's status, sex offenses, prior record of arrest or conviction, genetic information or predisposing genetic characteristic, status as a victim or witness of domestic violence, sex offenses

or
unemployment status.

stalking

and

The signature below indicates the team member's understanding of the requirements, essential functions, and duties of the position.

Team Member _____ Date _____