



Job Description

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| Job Title: Maintenance Manager | Job Reference No: 21922 |
| Department: Maintenance | Job Grade: |
| Reports to: Plant Manager | Nos Post Holders: 3 |
| Location: Southeast US Region | Date updated: May 16, 2022 |
| Purpose: The incumbent will provide overall direction and leadership for the Maintenance Department, as well as being expected to contribute at both a strategic and facility level in order to identify priorities and recommend solutions to support the business. Have a broad based, total productive maintenance approach to maintenance management with small project and P&L oversight. | |
| Organization Chart: <div style="text-align: center;"><p>Plant Manager ↑ Maintenance Manager</p><p><i>*Dotted line to Regional Maintenance Support</i></p></div> | |
| Dimensions: <ul style="list-style-type: none">• This role will report to the Plant Manager with strong collaboration among other functional areas in the organization• This role has direct reports with staff numbering up to 20• Partner with the site Reliability Engineer to minimize downtime, track maintenance KPI's, and implement TPM standard methodologies• Responsible for Maintenance budget for the plant• Lead the maintenance strategy for the plant | |
| Key Accountabilities: <ul style="list-style-type: none">• Create a "Safety First" culture and support/implement the OneSafeDrax policies• Manage the maintenance work process, as well as the maintenance personnel at a wood pellet facility• Communicates directly and frequently with the Operations department to coordinate maintenance and repair work in process areas• Navigate computerized maintenance management system (CMMS) to execute work orders, order spare parts, assist in building maintenance history of plant equipment, etc• Working knowledge of Lean/Six Sigma tools such as SMED, Kaizen, and Kanban• Leads teams with planning and implementing plant improvements• Ensures that all maintenance technicians are trained on the most updated version of procedures• Monitors operation of plant equipment and systems• Communicate and support the philosophy of the RCM (Reliability Centred Maintenance) Program to increase or maintain the reliability of the plants• Work with the reliability department to implement recommended practices and participate in training as needed• Ability and knowledge of developing routine maintenance policy and strategy in line with manufactures and plant manager's recommendations, to maximize plant efficiency and availability• Must act as a mentor and coach to maintenance team on a regular basis to implement cultural changes as needed• Must direct and supervise workflow of maintenance employees• Continuously encourage, seek, identify, and implement the means and methods to improve plant | |

productivity and efficiency without compromising product quality, safety or environmental standards

- Must have experience to identify and assess foreseeable risks and implement control measures to an acceptable level to perform a task. Assist in developing training manuals and Standard Maintenance Procedures (SMP)
- Communicate to all Maintenance team employees the Company's expectations, business goals
- Must have the ability to communicate professionally and clearly across all levels
- Other duties as assigned

Knowledge, Skills and Experience required:

- High School diploma, GED required; B.S. Engineering preferred
- 5-10 years Maintenance or related experience with responsibility for maintenance on assets
- Previous supervisory experience required
- Must possess excellent communication skills, both written and verbal
- Basic computer skills required; CMMS experience preferred
- Knowledge of specific maintenance processes a plus

Measures of Success:

- Perform thorough collaborating with the appropriate stakeholders to ensure effectiveness
- Quantifiable improvement in reliability of the plant year to year
- No recordable incidents in the maintenance department
- Meet cost requirements by working within a fixed maintenance budget

How You Need to Act:

- **We care about what matters** – we help each other achieve the things that are important to each of us
- **We're a can-do kind of place** – we're empowered and encouraged to make informed decisions, act, and do the right thing
- **We see things differently** – we share inspiration and insight right across Drax, and search for new ideas and ways of working
- **We listen carefully** – we make sure that people feel genuinely heard, acknowledged and that what they say matters
- **We do what we say we'll do** – we're proactive, committed, and reliable –and trust others to be the same

Special Features:

- Will require preparation and presentation of data for plant team meetings
- A flexible approach to working extended hours, as needed
- Minimal travel required

Job Holder Signature:

Line Manager Signature:

Date:

| Physical/Mental Abilities | Significant (>50%) | Frequent (10-50%) | Seldom (<10%) | Never (0%) |
|---|--------------------|-------------------|---------------|------------|
| Use written (verbal visual) sources of information, e.g., read reports, procedural documentation, reference materials | X | | | |
| Perform/Supervise detailed work requiring visual activity, e.g., repair electronic equipment | X | | | |
| Uses non-verbal auditory sources of information, e.g., alarms | | | X | |
| Use oral communication to perform work, e.g., answer telephone, receive visitors | X | | | |
| Digital dexterity, e.g., using computer keyboard | | X | | |
| Stand | | X | | |
| Sit | X | | | |
| Reach | | X | | |
| Grasp | | X | | |
| Lift/Carry objects which weigh over 10 pounds | X | | | |
| Lift/Carry objects which weigh over 50 pounds | | X | | |
| Walk | | X | | |
| Climb | | X | | |
| Kneel | | | X | |
| Squat/Bend | | | X | |
| Push/Pull | | | X | |
| Make minor decisions requiring limited judgement, e.g., task sequencing, filing, sorting mail | X | | | |
| Make general decisions in the absence of specific directions, e.g., prioritizing workload | X | | | |
| Perform activities requiring sustained concentration, e.g., designing, planning work | X | | | |