



Blues City Brewing, LLC

JOB DESCRIPTION

Job Title: Packaging Maintenance Manager
 Department: Packaging
 Reports to: Packaging Manager
 Job Band: B4

Prepared By: Monica Redmond
 Date: May 2, 2011
 Approved By:
 Revision Date: September 20, 2021

POSITION SUMMARY

General responsibility for packaging, process and electrical maintenance function to include, but not limited to directing and coordinating equipment upkeep, development and implantation of preventative maintenance programs, and directing continuous improvement projects. This position will work closely with the Plant Manager and requires a high level of technical competency.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop, implement and maintain plant wide preventative maintenance program.
- Manage parts purchasing, inventory and vendor relationships.
- Maintenance reporting to include:
 - Planned maintenance – completed vs. scheduled
 - Unscheduled maintenance rates
 - Personnel utilization
 - Work order expenses
 - Equipment specific maintenance
 - Equipment reliability and sustainability
 - Continuous improvement action plans
- Identify capita needs focused on maintenance and continuous improvement.
- Direct maintenance capital projects to include complete scope of project research to completion, including management of onsite contractors.
- Budget expenses according to business plan.
- Secure project bids and job bids as needed.
- Supervise staff of salary and hourly employees to accomplish department objectives to include:
 - Appropriate staffing levels
 - Performance reviews
 - Personnel training and development
- Ensure compliance with regulatory agencies including OSHA and FDA. Responsible for department compliance with GMP and FSMA guidelines.
- Continuous improvement initiatives to include root cause analysis.
- Trouble shooting experience.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Demonstrate leadership and ability to get results
- Develop and improve manufacturing and process improvements

- Must be available for “on call” as needed
- Ability to travel
- Any and all other duties as assigned by the Plant Manger

This position description is intended to guide the activities of the Packaging Maintenance Manager. It is not intended to limit the thinking and creativity of the person to the work of this function, nor is it intended to describe all the work that may be required of the person in this position.

QUALIFICATIONS

- Three to five years management experience, preferable in Packaging or Process Maintenance.
- College graduate in related field or completed apprenticeship
- Ability to react effectively to changing priorities
- Knowledge of 5S and Lean Manufacturing principles a plus
- Strong written and verbal communication skills
- Strong computer skills, including CMMS experience
- Ability to work effectively in a team-centered environment

COMPETENCIES

- Safety focus
- Quality focus
- Communication
- Decision Making and Problem Solving
- Flexibility
- Initiative
- Leadership
- Planning, Prioritizing and Goal Setting
- Resource Management

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision requirements in close vision and the ability to adjust focus.

Employee Signature

Date