



TEXAS LEHIGH CEMENT COMPANY

Buda, TX

JOB DESCRIPTION

Job Title: Maintenance Manager

Department: Maintenance

Job Type: Full time, Salaried Exempt

Reports to: Plant Manager

Required skills and qualifications:

- Bachelor's degree in engineering with strong industrial maintenance experience;
- Prior experience managing staff in a mechanical and electrical maintenance function;
- Minimum of 5 years of plant mechanical maintenance experience, cement plant experience preferred, or combination of the above;
- Solid understanding of preventive/predictive/corrective maintenance principles, techniques and technologies;
- Demonstrated ability to lead, manage and motivate others;
- Demonstrated experience in project management, problem solving and creativity, strategic thinking, and decision making;
- Ability to integrate the needs of multiple parties into an overall goal;
- Strong communication skills to ensure coordination of work and completion of tasks;
- Experience working with large rotating heavy industry machinery and equipment;
- Good working knowledge of Microsoft Office products including MS Excel, Word, Access, and Project.

Other Preferred Skills:

- Good working knowledge of MP2, SAP and CAD software.
- Knowledgeable of NEC, NFPA, ISA, etc.
- Experience in conducting studies including EVA, IRR, and NPV.
- Strong understanding of contractual matters (negotiation and legal aspects).

Responsibilities include:

Overall management of the mechanical and electrical maintenance functions of the plant. The primary objective of this position is to sustain and improve the economic viability and operational reliability of all plant assets and ensure an effective progress and improvement program through the efforts of the mechanical and electrical (including instrumentation) departments.

- Act as a safety champion for the plant. Proactively manage health & safety of employees to continuously improve the company's health & safety performance. Commitment to 'zero accident' mindset.
- Responsible for routine and non-routine mechanical and electrical equipment inspections and repairs on all major plant systems.

- Responsible for mechanical and electrical PM/PdM program sustainability and maintenance improvement strategies to include lubrication program, vibration analysis, data collection and tracking methods.
- Provide leadership to mechanics, electricians and trades helpers in the repair and installation of mechanical, electrical and instrumentation systems.
- Lead project studies that have been identified in the capital plan for enhancement, upgrade, or preventative purposes.
- Provide expertise in the troubleshooting and diagnosis of plant system problems to achieve minimal disruptions in operations.
- Ensures maintenance activities are in compliance with regulations and corporate policies to maximize safety and limit financial exposure.
- Manage the allocation of maintenance resources and develop and control the plant's maintenance budget to provide an efficient and cost-effective operation.
- Responsible for the implementation of maintenance systems and managing modifications and improvement projects.
- Provide oversight and leadership to the mechanical and electrical maintenance function and employees through the following:
 - Develop a long-term vision for the Maintenance Department that is consistent with the direction and goals of the plant that works towards continuous improvement. Development of the overall maintenance plan to maximize productivity and minimize downtime by using sound and proven preventative, predictive, and corrective maintenance techniques, technologies, and programs.
 - Review and approve bid documents and technical specifications to ensure that all components for the scope work are met according to best practices and plant guidelines.
 - Coordinate plant projects and shutdowns to ensure the timely and quality completion of the project and minimize downtime.
 - Provide continuous development and improvement of plant employees through training, mentoring and guiding problem-solving to ensure highly motivated and skilled employees.
 - Assess and obtain technical expertise to assist the production, process, and maintenance departments in the optimization of equipment and processes to enhance operational efficiency.
 - Responsible for reliability efforts for the plant and coordinate those activities required to meet the plant and company's reliability objectives.
- Consistent administration of Company policies and procedures.
- Provide ongoing maintenance support to the plant for all shifts by managing the plant's maintenance on-call program. This includes evaluating and determining the course of action for maintenance incidents after hours and on weekends and may require on-site supervision of the resolution to maintain operational efficiency.
- Ensure compliance requirements are met through organizational and procedural measures including implementation of guidelines, performing training, monitoring compliance etc.