

Job Identification

Job Title: Maintenance Team Lead
Division: Bailey Metal Processing Limited
Department: Maintenance
Reports to: Plant Manager
Revision Date: October 27, 2016

Job Purpose Summary

The main purpose of this position is to ensure that all Bailey equipment and facilities are repaired and well maintained while meeting scheduling priorities, safety, quality, productivity and reliability requirements. This requires coordination and reporting; troubleshooting; preventive maintenance; addressing safety issues; equipment mobilization planning and installation; negotiating contracts; managing budgets; and supervising and carrying out HR functions including training & disciplining workers. The supervisor will report to the Plant Manager.

This position significantly contributes to the overall production function of Bailey Metal Products Limited. If the equipments are not operating safely, effectively and efficiently, it may result in loss of production or distribution of products there by impacting on customer satisfaction. It may also result in costly workplace accident, impacting employee relationship. This will have a significant impact on Bailey business and profits.

Responsibilities and Accountabilities

The responsibilities and accountabilities of the position include but are not limited to the following:

Operational:

- Direct the maintenance and repair of Bailey's machinery, equipment, hydraulic, electrical, pneumatic and mechanical systems while meeting scheduling priorities, safety, quality productivity and reliability requirements.
- Supervise, co-ordinate and daily schedule the activities of maintenance workers to ensure orders can be completed meeting customers & inter departmental requirements.
- Develop, implement & maintain schedules & procedures for preventive maintenance programs in coordination with necessary departments and maintain logs / documents.
- Advise daily the required repair time to scheduling, and production department if it takes more than 24 hours; Record equipment downtime and repair done in a systematic way.
- Search, negotiate and administer contracts for the provision of supplies, parts and services for maintenance including annual inspection of material handling equipment.
- Plan, organize, transfer, and install machineries and equipment as per manufacturer's instructions without compromising safety.
- Report on a daily basis and update on equipment requiring preventive maintenance, repair, or replacement of parts. Develop required reporting forms, and documentation.
- Plan, track and manage maintenance budget.

- Identify and implement work measures to continually improve maintenance work methods, systems, productivity, safety, and quality of service.
- Provide any other assistance as requested by the management.
- Able to work shift schedules according to accommodate production demands as required.

Human Resources:

- Develop an internal structure within the maintenance department; develop, coach, mentor, employees; motivate staff towards certifications ex: electrician, millwright. etc.
- Review all work performed by maintenance employees for completion, accuracy and quality and identify their performance requirements and company training needs.
- Develop succession plan for replacement of key employees.
- Promote team work within and across the departments.
- Conduct and document regular monthly crew meetings to discuss, review and implement items such as new/existing procedures, Company policies, department performance, safety talks, Health and Safety, and monthly management meeting.
- Participate in selection process, performance appraisals, discipline and training and recommend actions such as hiring, promotions and appropriate disciplinary actions.
- Review all maintenance reports, identify issues, report and take corrective actions.

Health and Safety:

- Maintain working knowledge of all Health & Safety policies.
- Correct and communicate on any unsafe acts/conditions to plant/ safety manager.
- Support and promote all aspects of the corporate Health & Safety program.
- Perform regular workplace inspections, both scheduled and unscheduled.
- Monitor accident frequency and history and analysis injury data.
- Report all accidents/incidents promptly, conduct investigation & act on recommendations.
- Comply with all Bailey's safety programs, confidentiality and legal requirements.

Other:

- Maintain a high standard of professional knowledge, ethics and practices when dealing with customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Conduct oneself in a professional manner that reflects integrity and respect towards customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Participate in the company's quarterly inventory count.
- Other responsibilities and accountabilities as assigned by the Plant Manager.

Requirements and Qualifications

- 15+ years of maintenance experience including trouble shooting, would be an asset.
- Excellent knowledge of production process, forklift & crane is essential.
- Certifications such as Electrician, Industrial Millwright would be an asset.
- Sound knowledge of health and safety act and regulations, Bailey products and policies.
- High school graduate, proficient in speaking and writing English.
- Personal attributes include ethical, open-minded, observant, and tenacious.

- Quick learner, team player with initiatives and capable of meeting deadlines.

Working Conditions

- Work in a fast-paced environment.
- Able to physically lift material up to 50 pounds.
- Able to work overtime as required.