



# **Job Posting**

**Position:** Maintenance Manager

**Shift:** Monday-Friday-7:00am to 3:30pm

## **Essential job functions**

- Supervise maintenance department in accordance with company policies and procedures. Counsel employees about work-related issues and assist employees to correct job-skill deficiencies. Determine tasks, priorities and goals. Recommend or initiate personnel actions, such as hires, promotions, transfers, discharges and disciplinary actions.
- Analyze information to determine needed installations, services and repairs. Diagnose mechanical problems and determine how to correct them by checking blueprints, repair manuals and parts catalogs as necessary.
- Record type and cost of maintenance or repair work.
- Plan and lay out repair work using diagrams, drawings blueprints maintenance manuals and schematic diagrams.
- Perform routine preventive maintenance to ensure that machines continue to run smoothly and efficiently.
- Assemble, install or repair wiring, electrical and electronic components.
- Patrol and monitor work areas and examine tools and equipment in order to detect unsafe conditions or violations of procedures or safety rules. Plan and assign work to staff and orient new employees

## **Education, Experience and Skills**

Previous experience working in the plastics manufacturing industry preferred.

High School diploma or equivalent plus 3 to 5 years of management experience.

Advanced skills (Journeyman level) required in one or more of the following areas: HVAC, electrical, mechanical, hydraulic and pneumatic systems.

5 to 7 years of manufacturing experience. Knowledge of the manufacturing processes, procedures and machinery.

Manual dexterity required for operating machinery and tools.

Ability to lift up to 30 pounds required.

Applicants must email resumes to [hr@mnplastics.com](mailto:hr@mnplastics.com) or fax it to 813-752-5330. Resumes will be reviewed and candidates who best meet the qualifications will be contacted to schedule an interview. Thank you for your interest in working at M&N Plastics, Inc. Good luck!

[www.mnplastics.com](http://www.mnplastics.com)

***Note: All candidates must be able to speak English fluently***

***Nota: Todo candidato que solicite para esta posición debe saber hablar y escribir ingles fluidamente.***