EQUIPMENT AND MAINTENANCE MANAGER
HEAVY ROAD CONSTRUCTION

Job Description

In charge of management of company’s equipment and maintenance operations. Schedules and prioritizes equipment repairs and maintenance as well as assigning equipment to crews and projects. Oversees multiple maintenance mechanics, establishes productivity goals and tracks progress of work.

- Supervises maintenance functions for the maintenance shop.
- Oversees maintenance and repair of equipment, both in the shop and at the project sites.
- Ensures that all equipment is completely inspected at least once a year and is calibrated based on the manufacturer’s recommendations or government standard.
- Reviews employee training to ensure a skilled mechanic workforce.
- Ensures the maintenance shop is properly maintained, functional and clean.
- Establishes and monitors preventative maintenance schedule on equipment.
- Establishes service schedules on equipment for warranty compliance.
- Supports on the job projects including identifying all sources of equipment maintenance, fueling, repair and spare parts.
- Establishes productivity expectations and tracks the production and activity of the mechanic workforce.
- Manages the inbound and outbound inspection process.
- Ensures the ready status of idle equipment.
- Participates in the equipment evaluation process to determine buy/sell needs. Also, purchases and sells new and used equipment as directed by Management.
- Develops and maintains files on all equipment for historical data.
- Maintains a positive working relationship with other divisions of the company.

Management Responsibilities

- Effectively trains, coaches, disciplines and develops employees to achieve and maintain positive working relationships within the maintenance shop.
- Achieves desired results through effective leadership and appropriate influence while adhering to established policies and procedures.
- Supervises maintenance staff.
- Reviews, verifies and approves maintenance mechanics time sheets on a daily basis.
- Obtains and authorizes OT, shift work, or off-hour work assigned to mechanics.
- Maintains current contact information for persons under his direction.
- Determines methods and course of action to achieve departmental and organizational goals through effective planning and efficient performance of the department.
- Strives for innovation within the department.
Additional Duties and Responsibilities include the following:

- Models and reinforces safety as a top priority of the organization.
- Meets schedules and deadlines, adheres to policies and procedures and maintains a good attendance/tardiness record.
- Exercises good interpersonal skills by gladly assisting others to accomplish work of the organization, even if it is outside the scope of regular duties.
- Performs other duties as assigned by the President.

Education, Experience, and Skills

Minimum of high school degree and computer skills in Excel, Word, etc. Minimum of 5 to 10 years managing heavy highway equipment maintenance facility with extensive knowledge of heavy highway equipment and trucks.

Technical and Mental Skills

- Reads, analyzes and interprets complex documents. (Electric schematics, drawings)
- Responds effectively to sensitive inquiries or complaints.
- Applies concepts such as fractions, percentages, ratios and proportions to practical situations.
- Defines problems, collects data, establishes facts and draws valid conclusions.
- Recognizes and maintains confidentiality of information.
- Organizes and manages time, duties and activities efficiently.
- Ability to enter data and understand various computer programs.
- Ability to analyze data for evaluation of equipment efficiencies.

Competitive Benefits Include:

- Health/Dental/Vision Insurance
- Wellness Program
- Flex
- Life Insurance
- Short Term Disability
- Long Term Disability
- 401k & Match
- Leave Time
- Paid Holidays