

POSITION DATA					
JOB TITLE:	Maintenance Manager	LOCATION:	Brockport	SUPERVISES:	Maintenance Employees
DEPARTMENT:	Repair Shop	REPORTS TO:	Plant Manager	FLSA STATUS:	Exempt
JOB SUMMARY					
<p>Maintenance support to the entire facility on a 24 hour basis, 7 day a week. Responsibilities include the overall coordination and supervision of the maintenance effort as it pertains to all areas of the facility. The maintenance manager ensures that the daily assignments of the maintenance staff are completed in a manner that is consistent with Nortera's core and safety values.</p> <p><i>Nortera Foods USA Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> ▪ Serve as the site leader and champion for the Process Safety Management (PSM) Program, ensuring team understanding, engagement, and compliance through coaching and accountability. ▪ Lead, coach, and develop maintenance supervisors and group leads to effectively assign daily work, prioritize tasks, and ensure strong follow-through and execution. ▪ Provide direction and ownership of the preventative maintenance program, building team capability in planning, scheduling, and execution. ▪ Ensure maintenance leadership trains and supports mechanics and machine operators, strengthening operator ownership of equipment and basic maintenance practices. ▪ Deliver consistent performance management, including real-time feedback, coaching, and formal performance reviews aligned to maintenance KPIs. ▪ Act as the primary communicator and cross-functional partner, ensuring alignment between maintenance, operations, quality, and other departments. ▪ Provide technical guidance and mentorship to build team capability in equipment troubleshooting, changes, and improvements. ▪ Lead specific capital projects while developing team members through project ownership opportunities and reinforcing accountability for results. ▪ Promote financial accountability, ensuring supervisors understand and manage budgets, resources, and cost controls. ▪ Lead the implementation and sustainability of key safety programs (HazCom, LOTO, Confined Space, Hot Work, HazMat, Electrical Safety), ensuring team ownership and compliance. ▪ Ensure accountability for inventory management, maintaining accuracy and cost control of maintenance parts. ▪ Foster a safety-first culture, ensuring proper incident reporting, root cause analysis, and corrective action execution. ▪ Manage staffing, scheduling, and workforce planning, ensuring proper coverage while building bench strength within the team. ▪ Ensure timely and accurate maintenance reporting and documentation, reinforcing discipline and accountability. ▪ Drive adherence to GMPs, food safety, quality standards, and housekeeping expectations through leadership and accountability. 					

<ul style="list-style-type: none"> ▪ Partner with Production, Quality and Distribution to ensure product quality, on-time delivery, and cost performance. ▪ Coach and develop the team to identify and implement efficiency improvements, reducing downtime and improving equipment reliability. ▪ Support the successful implementation and adoption of capital projects, including training and team readiness. ▪ Maintain accountability for the health & safety management system, ensuring a safe and compliant work environment. 	
QUALIFICATIONS	
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> ▪ Must be able to write lockout procedures as equipment is installed or modified. ▪ Ability to work and understand technical manuals/jargon associated with the all maintenance system(s) operation, adjustment and repair. ▪ Ability to comprehend facility blueprints and schematics. ▪ Applied knowledge of tools/instruments/equipment to include: Volt, ohm, ammeter, Micrometer, Cutting Torch, Lathe, Calipers, Milling Machine, Drill Press, Grinder, Pipe Threading Equipment, Taps and Dies, Band Saw, Metal Break. ▪ Applied Knowledge of Industrial Refrigeration Process. ▪ Applied Knowledge of Industrial Electrical services ranging from 24 to 13,200 volts.
PHYSICAL DEMANDS	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ▪ Occasional lifting/carrying up to 100lbs ▪ Occasional pushing/pulling up to 100lbs. ▪ Occasional bending, squatting, twisting, climbing, reaching ▪ Occasional use of scissor lift ▪ Frequent dexterity, standing, walking, sitting, typing ▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus. <p>Appropriate work intensity level: Light</p>
WORK ENVIRONMENT	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> ▪ Normal office environment ▪ Noisy conditions ▪ Dusty conditions ▪ Hot or humid conditions ▪ Wet conditions ▪ Exposure to extreme/seasonal temperatures ▪ Exposure to chemicals or solvents ▪ Work near moving mechanical parts
EXPERIENCE	5 years of maintenance experience in an industrial setting; or equivalent combination of education and experience
EDUCATION	High School Diploma or Equivalent; Associate's degree in food process engineering preferred

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of

Maintenance Manager Position Description

these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.