

# WASHINGTON MILLS

November 17, 2017

Notice to Recruitment and Referral Sources-  
Commitment of Washington Mills Electro Minerals Corporation as an Equal Opportunity Employer

Dear Sir/Madam:

We have 1 opening Maintenance Manager

## Company Description

Washington Mills is one of the largest producers of high quality abrasive and fused mineral products in the world. It has facilities throughout the U.S., Canada and Europe and serves a global customer base. Its principal business is the fusing of oxide and carbide minerals in electric arc and Acheson furnaces, as well as the grinding and classifying of the minerals into grains and powders. Established in 1868, Washington Mills continues a long history of excellence in serving raw materials to the abrasive, refractory, ceramic and industrial abrasive markets.

## Job Description

The Maintenance Manager is responsible for the maintenance, mechanical repair and installation, of all machinery, equipment, buildings and grounds. This position analyzes a problem and directs repairs by scheduling maintenance personnel and ensuring timely and accurate repairs. The principal challenge of this position is to prevent and coordinate machinery down time thus minimizing loss of production. Other objectives include: completion of projects on schedule and within budget scope; promote quality, first time repairs; oversee completion of preventive maintenance schedule; modify equipment to reduce maintenance costs; improve safety awareness and achieve fair industrial relationships under our collective bargaining agreement. From time to time, the Maintenance Manager must provide cost and time estimates on work to be performed. The Maintenance Manager is responsible for the safety of assigned employees, the safe condition of assigned work areas, full compliance with all environmental regulations, the maintenance of a good labor relations climate, and written responses to grievances at the first step of the grievance procedure. This position reports to the Plant Manager.

## Essential Functions

- Direct maintenance personnel in their roles and responsibilities to meet objectives
- Provide technical support for efficient troubleshooting and problem solving
- Schedule repairs to minimize down time
- Schedule preventative maintenance to eliminate machinery breakdown, and reduce down-time

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- Estimate projects and repairs
- Charge maintenance repair times against various accounts so labor costs are allocated to the proper profit center
- Supervise maintenance department staff and outside vendors; obtain maximum efficient use of manpower
- Supervise the repair or replacement of all defective equipment according to priority and in conjunction with production
- Continually monitor and analyze maintenance department activities in order to reduce costs and improve production efficiency
- Provide cost and time estimates of work to be performed and, in consultation with the Plant Manager, establish daily maintenance priorities
- Purchase cost-effective supplies required by maintenance department
- Maintain current records on all machinery, motors, parts, repairs made, specs, etc.
- Ensure compliance with all applicable corporate and governmental guidelines, rules, and regulations pertaining to health, safety, and environmental issues
- Maintain close communication with Plant Manager, Production Superintendent and Production Supervisors advising of problems, corrective action and repair timetables
- Direct all activities in such a manner as to insure compliance with all environmental and safety regulations
- Assist with capital projects and process improvements

## Required Skills

- Requires an Associate Degree with 5 years' experience and a mechanical background
- Minimum 3 years supervisory experience in a manufacturing environment preferred
- Excellent written and verbal communication skills
- Ability to read, speak and write in English
- Ability to read blue prints
- Excellent interpersonal skills including the ability to work as part of a team
- Strong leadership, communication, and organizational skills
- Ability to work weekends and respond to callouts on a non-routine basis
- Physical requirements: Must be able to lift 20 lbs, climb ladders and stairs. Walking, bending, stooping is required
- Must be able to wear personal protective equipment including a respirator
- Familiarity with rules and regulations pertaining to health, safety, and environmental issues
- Experience with computers including Microsoft Office and a computer based maintenance management system

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## Compensation/Benefits

Washington Mills offers a comprehensive and competitive benefit package including:

- Paid at a rate commensurate with experience
- Medical and dental plans heavily subsidized by Company when working thirty hours or more
- Company paid life insurance
- 401(k) with an employer match at six months and employer discretionary contribution at one year
- On-site parking
- Immediate paid vacation and holidays
- Family-friendly sick and personal leave

If interested, please send resume to: Washington Mills Electro Minerals Corp., HR Department, PO Box 423, Niagara Falls, NY 14302 or email to [niagarafallsjobs@washingtonmills.com](mailto:niagarafallsjobs@washingtonmills.com)

The above statement reflects the general details considered necessary to describe principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

***Washington Mills is an Equal Opportunity Employer committed to workforce diversity. M/F/D/V. Qualified minorities, women, individuals with disabilities, and veterans are strongly encouraged to apply.***

**Please post the opening until December 21, 2017.**

Very truly yours,

Andrea C. Hess  
Washington Mills  
HR Administrator  
716-278-6760  
716-278-6657 confidential fax number