



Job Description

Maintenance Manager

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| Reports To: | Plant Manager |
| FLSA Status: | Non-Exempt |
| Department: | Maintenance |
| Salary Range: | |

I. Purpose of Job:

- Work closely with Highwater Ethanol Co-Plant/Operations Managers to ensure that all aspects of plant maintenance are completed in accordance/cooperation with the Highwater Ethanol team.
- To provide leadership and management to Highwater Ethanol Maintenance department throughout the plant, Energy Center, purchasing service, grains, ethanol load out and water treatment.
- The production facilities are strategically located to process corn to ethanol, and feed products, taking advantage of unparalleled efficiencies in energy uses, water use and waste reduction.
- Develop a complete understanding of the ethanol production process, energy center process, water treatment process and grains/ethanol loadout process.
- Direct supervision of maintenance personnel, while providing leadership to the Maintenance employees.
- Planning and implementing scheduled and unscheduled work.
- Maintaining service records and always keeping them up to date.

II. Organizational Relationship:

- Immediate supervisor – Co - Plant/Operation Managers
- In the absence of the Maintenance Manager, one designated maintenance employee will perform the required duties.

III. Duties and Responsibilities:

- Schedule work list prior to the start of each workday. This can be accomplished after a daily/morning staff meeting where new items might arise.
- Develop a complete understanding of the ethanol production process, energy center process, water treatment process and grains/ethanol loadout process. Including DCS {Distributive Control System}, electrical needs, pumps, electric motors, water filtration, energy boiler system and all other components in the plant.
- Participate in Management meetings and daily Plant Management meetings, planning meetings and project meetings as scheduled.
- Take immediate action when breakdowns occur that shut down parts of the plant, this will require being on – call and being able to direct maintenance employees.
- Make requests for parts and parts replacement as used or needed and maintain current inventory of all required spare parts. This will require daily entering of parts used and develop a system to easily track inventory, while working with our GP accounting system and Accountant.

- Make weekly inspections and inventory of all tools and shop equipment and replace broken or missing items.
- Schedule maintenance personnel on a normal 40–45-hour workweek. In the event of a major maintenance item, longer hours will be expected. Maintenance personnel will be required to be on call for nights and weekends. This is to be scheduled by the Maintenance Manager.
- Track the maintenance budget.
- Maintain ongoing list of shutdown repair items. Coordinate these items with Co-Plant/Operation Manager when plant is scheduled down.
- Work with vendors for purchasing necessary parts, inventory and related equipment to ensure operations of the plant.
- Maintain ongoing list of non-critical items to schedule as time allows.
- Delegate projects and responsibilities within your area of responsibility and see that they are carried out.
- Constantly be aware of new or different procedures or techniques that may improve areas of maintenance and/or operations.
- Designated work areas are to be cleaned at the end of each day barring any breakdowns. This includes shop, parts room, storage areas, vehicles, and plant perimeters.
- Weekly reports are to be submitted at a planning meeting. They are to include the following:
 - Review of previous week's projects.
 - Overview of current week's projects.
 - Copy of weekly service work on file.
 - Total of previous week's expenditures.
 - Estimate of expenditures for the current week.
- Weekly reports must be on time and complete. Good leadership requires good communication between all areas of responsibility.
- Request forms are to be used for all purchases with a correct chart of accounts on each purchase order and price or price estimates. The Maintenance Manager places orders with PO numbers assigned by the Purchasing Agent and approved by plant management.
- Specific responsibilities include, but are not limited to, the following:
 - Daily rounds
 - Greasing and oiling
 - Service of rolling stock
 - All items serviced per service schedule.
 - Electrical repair
 - Equipment replacement
 - Welding and fabricating

- Complete required reports by the 10th of each month.
- The descriptions designate who is to perform certain tasks. See that the maintenance personnel under your direction have job descriptions and understand what is expected of them.
- Direct supervision of maintenance personnel, while providing leadership to the Maintenance employees.
- Conduct employee evaluations every 12 months, or as required.
- Submit required notes to the file regarding disciplinary action taken as it relates to the personnel policy manual and safety requirements. Discuss any action prior to implementing with the Co-Plant/Operation Managers and CEO.
- Safety violations for each employee are copied to the Safety Coordinator, Co-Plant/Operation Managers, H.R and CEO.
- As a representative of the Company, project an image which exemplifies the high standards necessary to accomplish the goals of this Company.
- Other duties not listed herein, but which need to be accomplished to maintain safe and timely day-to-day operations within the plant.
- Is responsible for keeping plant facilities clean and in order.
- Safe work practices are a condition of employment.
- Promote Highwater Ethanol, LLC in the community.
- Maintain a team environment with all other plant employees. Demonstrate a personal commitment to the Company values: promotes an environment that appreciates diversity and treats all people with respect, prohibiting discrimination and harassment of any kind.
- Other duties as assigned.

Physical Demands & Work Environment:

While performing the essential duties of this position, the Team Member will be exposed to moving, mechanical parts, dusty conditions, high noise levels, internal and external temperature/weather conditions, and exposed to chemicals. Must be able to meet call in requirements as needed. Specific Physical requirements include: Physical ability to work around industrial equipment, including frequent climbing, stooping, reaching, pulling, pushing, twisting, bending, kneeling, crawling and grasping. Standing for extended periods of time, walking and data entry. Ability to lift, push and pull up to 50lbs. frequently {unassisted} Capable of using precision – measuring and testing instruments in the lab. Ability to open valves. Exposure to environmental conditions with exposure to extreme cold and warm temperatures from -50 - +100 degrees. Will work around dust, oil, grease, chemicals, and other substances. Ability to wear Personal Protective Equipment {PPE} in designated areas.

Must be able to manage Confined Space Permits, Lockout Tagout Permits, Hot work permits, and line break Procedure. Qualified individual must be able to climb ladders, steps and lift a minimum of 50 lbs. Will be exposed to high noise levels. Continuous operation requires overseeing rotating shift and maintaining working relationships with employees. Qualified individuals will work at heights. The Maintenance Manager will be required to be on call when not on site.

Education/Language Ability:

1 - 4 - Year degree in a related field or equivalent experience. Ethanol experience is a plus.

Technical ability to understand ethanol production and maintenance.

Excellent organizational skills

Detailed oriented and multi-tasking is a must.

Excellent verbal and written communication skills

Intermediate level Word and excel skill,

Strong Communication and interaction skills.

Candidates must also be able to add, subtract, multiply, and divide numbers. Individuals must be able to work with fractions, metric system, percentages, and decimals. Individual must be able to read, write, and comprehend the English Language.