



Job Title: Process Engineering and Maintenance Manager

Job Summary

Supervises and directs all maintenance personnel and maintenance related activities. Responsible for the maintenance of all plant equipment and the training of maintenance personnel.

Duties and responsibilities

- Administrate Cogz Maintenance Management System and related records.
- Provide a weekly maintenance schedule and hold a weekly department meeting.
- Provide weekly preventative maintenance work orders to maintenance personnel.
- Schedule and/or communicate downtime with manufacturing management.
- Maintain proper spare part levels and locations.
- Provide reports and perform employee reviews.
- Provide and maintain yearly and monthly department budgets.
- Plan, schedule, and provide materials for department projects.
- Communicate equipment status to effected department managers.
- Provide skilled maintenance support to all manufacturing and maintenance personnel.
- Assists maintenance personnel in troubleshooting and resolving problems beyond their ability including electrical, pneumatic, and fluid power equipment.
- Provide quotes and direct outside contractors.
- Review technical publications and interact with vendors to keep up on the latest technology.
- Write requisitions and processes invoices.
- Work with safety coordinator to implement safety improvements.
- Work closely with other departments to complete projects, provide ideas, and improve procedures.
- Perform work in accordance with national and local codes (NEC, NFPA, etc.).

Supervisory Responsibilities

- Manages and directs all assigned personnel.
- Is responsible for the overall direction, coordination, and evaluation of the maintenance department.
- Carries out supervisory responsibilities in accordance with the company's policies and applicable laws.
- Responsibilities include overseeing the processes for interviewing, hiring, performance management, and training of all maintenance employees.

Qualifications

- A thorough knowledge of electrical, electronic, and mechanical components.
- The proper use of special instruments for diagnostic purposes.
- Ability to read, troubleshoot and program plc ladder logic.
- High degree of precision working with minimum tolerances required.
- Must be able to work well with all levels of personnel whether individually or in a team environment.
- Experience and ability to work in a fast paced manufacturing environment.
- Proper understanding of schematics, line diagrams and blueprints.
- Promote and follow all safety rules and regulations according to company policy.
- Ability to make critical decisions in a fast paced atmosphere.
- Computer literate.
- Ability to learn new equipment and processes.

Education and Experience

- Associates Degree (Engineering or Technical)
- 5 years industrial maintenance experience
- 1 year maintenance supervisory experience preferred or equivalent combined education and experience a plus

Skills

- Excellent oral and written and communication skills.
- Microsoft Office skills, Excel, Word, etc.
- Ability to use RS Logix and RS Links.

Physical Demands

- Ability to climb in overhead structures, to work beneath machines and in close quarters performing analysis and repair work
- Must be highly safety conscious
- Exposed to high voltage electricity and moving mechanical components
- Ability to lift up to 50 pounds
- Standing for extended periods of time

About this company

Drucker Diagnostics was recently formed by the merger of QBC Diagnostics and The Drucker Company. Our centrifuges accommodate testing needs in medical, research and industrial laboratories. The Horizon line of centrifuges incorporate an exclusive and patented horizontal rotor allowing for quick and easy sample loading with complete horizontal separation. We also provide hematology and parasitology products for a number of diverse markets and applications. The STAR Centrifugal Hematology System is the world's only dry hematology system providing easy and simple operation. The Paralens microscope attachment provides a low cost, portable fluorescence microscopy solution for accurate and sensitive diagnosis.

With a distribution network that operates in over 50 countries, our employees and partners are dedicated and committed to provide innovative solutions for healthier world.



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