



CUYAHOGA VALLEY
CAREER CENTER

Cuyahoga Valley Career Center

Job Posting #4337

Job Posting Date: 5/17/2022

Employer Information: Tremco Incorporated
Contact: Mrs. Veronica Morris
3735 Green Road
Beachwood, OH 44122
Phone: 216-292-5000 **Ext:**
E-mail: vmorris@tremcoinc.com

Main Business: Commercial Roofing & Weatherproofing Manufacturing

Job Title: Maintenance Supervisor

Full/Part-time: Full-Time **Job Hours:** _____

Job Duties: Please see the following pages for a detailed job description.

Compensation: Based on Experience

Special Notes / Additional Information:

Minimum Age Requirement?

18

How to Contact: Email resume, Apply Online, By Phone

Seeking: CVCC Alumni, Adult /Job Seeker

PLEASE APPLY DIRECTLY THROUGH EMPLOYER FOR THIS POSITION

The Facilities and Maintenance Manager has the direct responsibility for maintaining and upgrading the site facilities and production equipment and identifying the annual capital requirements. In addition, this position is responsible for the management of the Preventative Maintenance Program.

Duties/Responsibilities, Core knowledge:

- Coordinate and direct projects, making detailed plans to accomplish goals and direct the integration of technical activities.
- Support the HS&E, Quality and Service, and Productivity/Cost sections of the facility plan as defined by scorecard activities.
- Plan and direct the installation, testing, operation, maintenance, and repair of facilities and equipment.
- Manage the Preventative Maintenance Program to ensure it reduces downtime and improves overall reliability of production and production supporting machinery.
- In collaboration with Plant Manager, identify and prepare capital project requirements for review and submission to management including costs, schedule, PHA, and procedures.
- Direct, review, and approve product design and changes consistent with Management of Change (MOC) procedures.
- Analyze annual utility expenditures and develop plan to optimize efficiency and reduce costs.
- Perform administrative functions such as reviewing and writing reports, approving expenditures and making decisions about the purchase of materials or services.
- Integrate the Process Hazard Analysis (PHA) process with the appropriate capital projects.
- Investigate equipment failures and difficulties to diagnose faulty operation and work with the maintenance crew to implement the needed preventative measures.
- Recommend design modifications to eliminate machine or system malfunctions.
- Demonstrate a commitment to diversity in hiring and promotion decisions.
- Effectively and efficiently onboard new employees.
- Conduct annual performance evaluations and provide ongoing performance feedback, maintaining clear and timely documentation.
- Coach and manage employees using CS&W philosophy and tools to ensure talent is developed and retained.
- Apply Tremco policies and adheres to processes to ensure compliance and organizational best practices.

Skills, Qualifications, Experience, Special Physical Requirements:

- Bachelor's of Science Degree in Chemical or Mechanical Engineering
- A minimum of 3 years' plant supervisory experience. 5+ years' experience with plant safety practices, chemical processes, equipment maintenance, statistical applications, and equipment operations are also required. PHA and "Process Safety Management" experience a positive.
- Knowledge of the practical application of sound engineering and chemical plant practices. This includes applying engineering principles and techniques to process design for the production of products and intermediates.
- Knowledge of arithmetic, statistical methods, "Lean" concepts, ISO procedures, PHA techniques and their applications.
- Ability to apply Excel, Word, and SAP applications to daily job responsibilities with an emphasis on system driven solutions.
- Ability to manage multiple priorities, effective Team Player, self motivated, quick learner

- Excellent communication skills with the ability to read, write and communicate fluently in English

To apply, visit our Career Center at www.tremcocpg.com or contact Veronica at 2136/375-6836.