Precision Record Pressing is a leading vinyl record pressing company with multiple locations in the Greater Toronto Area. We believe our growth and success can be directly attributed to the emphasis we place on service, quality, and innovation and the involvement, commitment, and enthusiasm of our employees.

We are currently looking for **MAINTENANCE MANAGER** to join our **BURLINGTON** team. This is a full-time, permanent opportunity that will build programs for preventative, proactive and predictive maintenance, maximizing the longevity and reliability of equipment and performance of the manufacturing operation. We are looking for a positive, energetic person who is highly motivated and wants to work in a team environment!

Responsibilities

- Lead, mentor and schedule team members across multiple shifts
- Set performance expectations and promote accountability for achieving these expectations by providing formal and informal performance feedback to team members, including performance appraisals
- Foster a proactive, safety-first culture with a focus on collaboration, problem solving and accountability
- Lead and schedule the activities of all team members in alignment with production schedules
- Manage departmental labour, maximizing resources to meet established objectives in accordance with staffing plan manpower plan; participates in manpower planning and recruitment
- Develop and implement a preventative maintenance plan to achieve maximum equipment efficiency and extend equipment life; prepares plans for weekend maintenance activities and all shutdown periods
- Develop and maintain maintenance SOPs, checklists and spare parts inventory
- Troubleshoot mechanical, hydraulic, pneumatic and PLC-related issues
- Manage, track, and improve key performance indicators (KPIs), equipment performance and reliability metrics
- Lead the implementation of best practice processes and procedures to aid and improve operational performance, while eliminating waste and minimizing costs where possible; promote and champion continuous improvement
- Communicate and liaise with other departmental managers and other GZNA companies regarding equipment standards and functionality; enable effective communications across all levels of the organization
- Collaborate with Engineering and other relevant teams on equipment upgrades, new installations and process innovations
- Lead root cause analysis and corrective action plans for recurring equipment failures
- Ensure compliance with Occupational Health and Safety act (OHSA), all relevant codes and regulations, as well as other applicable legislation (e.g. Ontario Building Code)
- Oversee lockout/tagout procedures, machine guarding and hazardous materials management; enforce all safety procedures
- Conduct accident/incident investigations, identify and implement corrective actions
- Maintain a clean and safe workplace in accordance with 6S protocol
- Facilitate shift meetings and team safety talks
- Perform other duties as assigned or as the situation dictates

Physical Demands

- Sedentary, office-based role that requires the ability to operate standard office equipment.
- Position requires sitting at desk ¾ or more of day, walking short distances for less than ¼ of day.
- Substantially repetitive movements of the arms, wrists, hands and/or fingers.
- Required to have visual acuity to perform activities including but not limited to analyzing data and figures, viewing a computer screen, extensive reading.
- Must be able to lift up-to 50lbs intermittently
- Engage in occasional bending, stooping, squatting, pushing, and pulling of parts and part containers
- Due to the open environment of the plant and warehouse, must be able to work in various weather conditions
- Personal Protective Equipment required: hearing protection and safety shoes
- Adaptable to relative sound pressure levels
- Use of hands and wrist continuously in a controlled environment

Requirements/Qualifications

- Minimum of 5-10 years of industrial maintenance management experience in a non-unionized manufacturing environment
- Minimum 5+ years previous experience in a fast paced, high volume production environment required
- Mechanical or Electrical Engineer degree strongly preferred
- A valid Maintenance Management Professional certification
- Proven technical skills: certified mechanical or electrical tradesperson (certificate must be valid in Ontario) combined with a technical school education preferred
- Familiarity with boilers, air compressors, heating and air conditioning, cooling systems (chillers, heat exchanges, cooling towers) plumbing, welding, electrical/electronic equipment, pneumatic, hydraulics, and manufacturing equipment
- Ability to read and understand P&ID drawings
- Knowledge of all regulatory codes (building, ISO, OHSA, fire, CFIA, electrical, TSSA, etc.)
- Demonstrated knowledge of creating Work Instructions and SOPs
- Previous experience managing and adhering to tight deadlines and budgets
- Flexible and adaptable to change; must be able to adjust to meet changing business demands
- Ability to support 3 shift operation
- Computer literate: working knowledge of MS Office and Google Business suites
- A highly organized individual with excellent attention to detail and planning skills
- A self-starting leader and team builder; demonstrated ability to effectively lead a team in a fast-paced, high volume production environment
- An effective communicator (written, verbal, interpersonal etc.) with the ability to communicate with individuals who speak English as an additional language
- Must have a valid passport as international travel will be required; must have access to a reliable vehicle as local travel between sites required

As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check, at their own expense, prior to start date.

We thank you in advance for your application, however only successful candidates will be contacted.

Precision Record Pressing is committed to and supports diversity and inclusion practices. We will accommodate any needs under the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through the application and/or recruitment process, please contact hr@precisionpressing.com to allow opportunity for appropriate accommodations to be made.