

Dover Chemical Corporation Position Description

DATE: 01/08/2023	JOB TITLE Maintenance and Reliability Manager	GRADE
REPORTS TO: Operations Manager		
DEPARTMENT/ LOCATION: Operations / Dover, Ohio		

JOB REQUIREMENTS: (State minimum education/training & experience required and indicate technical and/or managerial skills and knowledge required.)

Education and Experience

- Bachelor's Degree in Chemical or Mechanical Engineering preferred, significant additional experience in a similar role may be used to offset the lack of a degree.
- 10+ years of industrial work experience in a chemical plant or other (i.e. petrochemical) related industry experience.
- 5+ years of maintenance supervisory experience.
- Experience implementing World Class Maintenance or a similar maintenance efficiency effort is greatly preferred.
- Experience working and managing at a PSM site, along with PHA and MOC experience strongly preferred.
- Strong working knowledge of chemical manufacturing systems and processes.
- Experience and Proficiency in Microsoft Software and Computerized Maintenance Management Systems (i.e. Tab Ware) required.
- Experience using ERP systems (Microsoft Dynamic AX) preferred.
- Experience successfully managing a union hourly workforce is greatly preferred.
- Experience working with both batch and continuous operations.

Technical Knowledge

- Strong mechanical aptitude and understanding of industrial equipment including but not limited to pumps, motors, valves, agitators / mixing vessels, condensers, vacuum systems, cooling towers, waste heat boilers, pressure and high heat vessels, storage tanks, level – flow – pressure - temperature indicators and controllers,, high volume blowers, generators, heat exchangers, etc., to include a demonstrated strong ability and skills to troubleshoot / diagnose process and equipment failures and weaknesses; provide reasonable and accurate recommendations and solutions.
- Knowledge of Federal / State EPA and OSHA compliance standards.
- Knowledge of occupational hazards and standard safety practices.
- Six Sigma knowledge and training a plus.

Work Skills and Abilities

- Ability to identify and prioritize multiple projects and perform work with a constant awareness of improving processes.
- Ability to effectively manage multiple priorities within established timeline.
- Strong communication, business, technical, analytical, and planning skills.
- Excellent organizational, time management, and interpersonal relationship skills.
- Must be able to effectively communicate both orally and in writing to individuals; and have the ability to present complex situations in a concise manner.
- Ability to build partnerships across and between functional groups and lead a project.

- Must interact effectively with technical and professional contacts, as well as hourly workforce.
- Proficiency in critical thinking and analysis.
- Strong project management skills.
- Demonstrated ability to analyze and evaluate technical data and communicate results in layman's terms.
- Attention to detail a must.

Physical Requirements and Work Environment

- Must be able to wear personal protective equipment.
- Must be able to respond to visual and audible alarms and paging.
- Must be able to work around hazardous chemicals and exposure to dust.
- Ability to regularly work in and be exposed to outside weather elements (i.e. rain, snow, cold, heat).
- Must be flexible to work hours and provide leadership presence 7 days / 24 hours including Holidays as needed.
- Must be able to work day, afternoon and evening shifts, weekends, holidays and overtime as scheduled and as needed.
- Must be available and reachable by telephone when not present on-site to respond to maintenance-related issues (includes weekends and holidays).
- Must be available on-site during plant shutdowns / start-ups, plant commissioning and decommissioning activities, and other operational events, planned and unplanned, when required.
- Must be able to move freely around production area.
- Must be able to regularly work around and atop industrial equipment, including frequent ascending and descending of stairs and ladders, move about the plant and office, bending, kneeling, crouch or squat, twist, stooping and remain in a stationary position up to 50% of the time.
- Must be able to ascend to and position self to work at high elevations when necessary and required.
- Must be able to frequently move objects weighing up to 10 lbs. routinely and up to 50 lbs. occasionally.

JOB SUMMARY: ("why the job exists.")

The ***Maintenance and Reliability Manager*** is responsible for managing all aspects of the maintenance and reliability department. This includes managing the upkeep of all manufacturing and facility assets, managing maintenance budget and resources and assisting the design and installation of new equipment, systems and / or repairs. This role manages the predictive and preventative maintenance programs as well as designing and implementing long-term continuous improvement applications.

The maintenance and reliability manager develops a proactive maintenance process and oversees its organization, scheduling, and implementation while simultaneously leading, supervising and overseeing the maintenance personnel and various contractors to ensure the plant facilities and equipment are properly maintained and repaired to optimize plant operations.

DIMENSIONS: (List pertinent statistics (annualized) of job's accountabilities, such as responsibility for sales, department budget, supervision of staff, pounds of output, etc.)

The Dover Ohio facility is comprised of three separate manufacturing areas: Chlorination, Phosphites and Alky Phenol / 9228 Finishing. The facility operations are located within a residential and commercial business community vs. an industrial business park. Geographically, the site borders are comprised of an Interstate Highway immediately adjacent to the west, residential community to the east, commercial businesses to the south and other light manufacturing businesses to the north. The site is considered a high profile operation.

The Dover, Ohio facility is designated as a Process Safety Management (PSM) site and required to comply and adhere to strict OSHA/EPA regulatory protocols and regulations. The facility is also a Title V operation and operates under the appropriate guidelines. The facility is RCMS and ISO 9001 certified.

The Dover plant operation manufactures approximately 210MM pounds of specialty chemicals annually.

The Dover, Ohio site hourly production and maintenance employees are represented by the International Brotherhood of Teamsters Union.

	Direct Reports
Maintenance Supervisor (Salaried Position)	1
Reliability Engineer (Salaried Position)	1
Planner/Scheduler/ CMMS Admin. (Salaried Position)	1
Mechanics	12
Electricians	3
I/E Technicians	5
Store Room	1
Welder	1
General Labor	2
TOTAL	27

Average No. of Maintenance Work Orders Per Year	Average Number of On-Site Contractors Per Day	Average Number of Maintenance Projects Per Year
5,000 (Estimate)	10-20 (Insulation, Pipefitters, Iron Worker, etc.)	100 (Predominantly Piping & Equipment Malfunctions)

NATURE & SCOPE: (Describe job detailing interactions/ contacts within/outside Company, supervisory/managerial responsibility, independent judgment, strategic thinking, decision making, etc.)

The *Maintenance & Reliability Manager* reports directly to the site Operations Manager.

The Maintenance & Reliability Manager is responsible for managing all aspects of the maintenance department. This includes managing the upkeep of all manufacturing assets, managing maintenance budget and resources and assisting in the design and installation of new systems. In addition this position is responsible for managing multiple shifts of skilled craft personnel to include mechanics, electricians, instrument / electrical technicians, and outside contractors to ensure the plant equipment is properly maintained and repaired to optimize plant operations.

Internal contacts include: Director of Operations; Operations Manager; Maintenance Supervisor, Planner / Scheduler / CMMS Admin, Reliability Engineer, Manufacturing Managers, Engineering Staff, EHS, Procurement Department, Maintenance Department employees, Union Representatives, and hourly production employees.

External contacts include: Contractors and Vendors.

The position requires an individual with strong organizational, analytical, technical and leadership skills; problem-solving and trouble-shooting skills, independent judgement skills, inter-personal and people management skills. The Maintenance & Reliability Manager must possess the ability and skills to effectively provide direction, effectively work in a diverse team environment, and the ability to effectively communicate in non-technical terms to non-technical individuals.

Key challenges and responsibilities of the position are :

- Plan, manage and execute maintenance (planned and unplanned) activities to ensure maximum equipment utilization and production optimization.
- Continuously optimize and improve the overall maintenance system performance and functionality.
- Provide maintenance support for production and engineering activities to help ensure optimum results.
- Investigate maintenance-related problems analyze root causes and derive resolutions.
- Assure compliance to procedural safety, quality and environmental requirements from maintenance department employees and the work they perform.
- Align and ensure the completion of maintenance work activities for scheduled plant shutdowns and start-ups.
- Managing a wide variety of outside contractors (general, lawn service, pipe fitters, insulators, electrical/I&E, fire protection, drilling & wells servicing, boiler/hot oil heater, compressor, chiller and other contractors).

PRIMARY ACCOUNTABILITIES: (List in order of importance the essential accountabilities of the job. Accountability is a major duty, responsibility or objective of the job. List the major tasks or activities (if applicable) required to accomplish each accountability. Indicate by % the approximate amount of time spent on each accountability.)

30 % Accountability #1: Managing Employees / Leadership

Responsibilities:

- Motivate employees to achieve peak productivity and performance;
- Oversees the supervision of personnel, which includes work allocation, training, and problem resolution.
- Set clear expectations and accountabilities for direct reports and workers.
- Have daily presence in the plant.
- Demonstrates the ability to lead and/or influence a team (Engineers, Operations, and Outside Contractors) in the effort to solve and execute maintenance work.
- Conduct daily / weekly scheduling and shift change meeting with hourly maintenance employees for long range planning and communication updates on maintenance issues, priorities, project updates, etc.
- Complete daily, weekly and monthly reports as required.
- Generate and distribute work order back log report.
- Utilizes resources, people and equipment, to best meet production goals.

30 % Accountability #2: Maintenance Planning and Execution

Responsibilities:

- Provides leadership and direction for the execution of the plant's maintenance program.
- Oversee all aspects of the maintenance department including cost/budget control, storeroom control, parts ordering, maintenance planning & scheduling, talent assessment / development, and projects.
- Manage day-to-day maintenance activities including mechanical, electrical and instrumentation personnel, on-site contractors and outside service providers.
- Monitor the work of salaried and hourly staff; ensure work is performed in accordance with sound safety practices and proper work methods; evaluates performance and makes recommendations for personnel actions.
- Champion work process efficiency and continuously drive solutions that reduce cost including labor, overtime, parts, contractors, and operating items.
- Oversee development, review and improvement of standard maintenance procedures.
- Review management of change, oversee and lead maintenance training, and conduct & follow-up on equipment failure analysis.
- Continuously monitor plant equipment and systems to effectively minimize unplanned downtime, anticipate and solve problems in a timely manner and identify opportunities for improvement.
- Liaison with the Production and Engineering departments to coordinate maintenance and repair work.
- Design, implement, and lead long-term continuous improvement applications and systems to enhance maintenance and reliability
- Assist with planning, implementing, and managing projects for plant improvements and expansions.

20% Accountability #3: Preventative Maintenance and TPM (Total Productive Maintenance)

Responsibilities:

- Manage, maintain and improve the plant's mechanical and equipment integrity programs.
- Lead predictive and preventative maintenance efforts.
- Manage creation of PM schedules on all critical equipment, effective implementation of PM work orders (cleaning, lubrication, adjustments, inspections, small repairs) with internal Dover and external contractor resources, and timely completion of corrective actions identified from PM activities.
- Oversee and continuously improve the plant mechanical integrity program which includes: Vibration Analysis, RCFA, Oil Analysis, Infrared Analysis, Maintenance Work Flow, and other developing reliability Programs.
- Perform troubleshooting, in conjunction with Engineering, of plant process and/or equipment issues and also lead group troubleshooting meetings.
- Manage systems to track and eliminate mechanical failures and production delays.
- Develop more efficient preventive and predictive systems to reduce overall maintenance downtime.
- Retain maintenance history recordings for accuracy and reference.

20 % Accountability #5: EH&S

Responsibilities:

- Be an integral part of driving the safety culture at the facility to maintain zero accidents.
- Provide visible safety leadership through words and demonstrated actions.
- Set safety compliance expectations for maintenance work and observe working being performed, ensuring adherence to all safety policies and procedures, including participation in all plant safety processes.
- Maintain and enforce good housekeeping and keep the plant free from debris, spills and waste.
- Promote / lead safe work behaviors and regulatory compliance of maintenance and contract employees.
- Improve safety performance through utilization of job hazard analysis, safe work permitting, behavior-based safety, root cause analysis, housekeeping, and training.
- Support environmental stewardship through the management of world class preventative maintenance programs on environmental critical equipment.
- Participate in incident investigations and root cause analysis.
- Support and participate in plant EHS initiatives.
- Assist with compliance/PSM activities, such as Management of Change (MOC) and required documentation of Process Safety Information (PSI), be involved in PHA's.
- Ensure compliance of proper safety, quality and environmental requirements in work.
- Ensure compliance with all applicable Company, local, state and federal requirements.

SECONDARY ACCOUNTABILITIES: (List any other secondary accountabilities of the job)

Supportive Duties and Responsibilities:

- N/A

Disclaimer

The Position Description is intended to describe the general nature of the tasks, responsibilities and outcomes required of the role. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The jobholder may be required to perform duties outside of their normal responsibilities from time to time, as needed. Dover Chemical Corporation reserves the right to update, revised or change this job description and related duties at any time.

COMPETENCIES: (List the competencies associated with successful performance of the job)

Thinking Competencies:

1. **Analytical Thinking** – Logically breaking problems down into their essential elements; carrying out diagnosis and developing solutions.
2. **Innovativeness** - Generating original and imaginative ideas and solutions to problems.
3. **Strategic Thinking** – Taking the longer term into consideration and developing broad scale objectives.
4. **Conceptual Thinking** – Identifying key issues, seeing relationships and drawing elements together in to broad, coherent frameworks.

Self-Managing Competencies:

1. **Ability To Learn** – Quickly understanding and applying information, concepts and strategies.
2. **Adaptability** – Maintaining effectiveness in different situations, environments and cultures.
3. **Flexibility** – Ability to alter behavior and opinions in the light of new information or changing situations.
4. **Self-Control** – Continuing to perform effectively in stressful and difficult circumstances.
5. **Tenacity** – Repeated and enduring efforts to overcome obstacles and/or to complete tasks.
6. **Thoroughness** – Seeking completeness and accuracy.
7. **Interpersonal Awareness** – Drawing inferences about and maintaining awareness of others' interests, moods and concerns.

Influencing Competencies:

1. **Rational Persuasion** – Building persuasive arguments based on logic, data, and the objective merits of the situation.
2. **Concern for Impact** – Actively anticipating and responding to the feelings, needs and concerns of others.

Achieving Competencies:

1. **Initiative** – Engaging in proactive behavior; seizing opportunities.
2. **Critical Information Seeking** – Gathering critical information from key sources to assist problem solving.
3. **Results Orientation** – Focusing attention on key objectives; wanting effective outcomes.
4. **Concern for Standards** – Pursuing excellence in line with the organization's norms and values.
5. **Efficiency Orientation** – Looking for best use of resources.
6. **Development Orientation** – Identifying and providing opportunities to improve the capabilities of other people.

APPROVALS:

HUMAN RESOURCES:

Steve Toloday
Chief Financial Officer (for vacant Director of Human Resources)

DATE: _____

MANAGER:

Ryan Wright
Operations Manager

DATE: _____

FUNCTIONAL LEADER:

Kyle Kohlhaas
Director of Operations

DATE: _____