



**POSITION:** Maintenance / Facilities Manager

**LOCATION:** Dallas and Laflin, PA

**POSITION STATUS:** Exempt/Non-Union

**REPORTS TO:** VP Manufacturing

**COMPANY:** OPM (Offset Paperback Mfrs., Inc.) is a leading manufacturer of printed products owned and structured as part of the Bertelsmann worldwide group of companies with two manufacturing locations in the Wilkes-Barre, PA geographic area. We are seeking the right talent to join our management team in support of production operations at our Dallas and Laflin Plant. Our team members are eligible for valuable contributions through competitive salaries and comprehensive benefits that include medical/dental/vision/life insurance, 401(k), flex spending accounts, and an Employee Assistance Program—all in an environment that encourages personal and professional growth and rewards innovative thought.

**SUMMARY:** Lead the site Maintenance function for both Dallas and Laflin Plants in providing both a reactive and proactive, multi-skilled maintenance service on all operational equipment and facilities infrastructure. Create, monitor, and meet Maintenance Schedule Plans. Increase site operational effectiveness, improve on project delivery, reduction of time between failure and downtime, and manage and implement improvement plans, driving Key Performance Indicators (KPI's) ensuring that Health, Safety and Environmental requirements are adhered to. Manage the team on technical best practice and establish standard policies and procedures. Implement and manage continuous improvement and modern manufacturing principles by highlighting deficiencies and recommending changes in training, working practices and processes.

**PRIMARY ACCOUNTABILITY:** Responsible for ensuring that the facilities, layout and machinery used to produce new and existing materials and goods run to their maximum efficiency and output. This includes total preventative maintenance, managing breakdowns of mechanical and electrical equipment (including software programming), people management and budgetary/cost reporting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Contribute to the creation and implementation of best practice maintenance vision, strategy, policies, processes and procedures to aid and improve operational performance
- Contribute to new business initiatives and projects and review and communicate the impact on Maintenance activities
- Effectively delegate any maintenance issues to be resolved on each shift and assignments to the right team members based on skills
- Adhere to daily and weekly checks to ensure smooth operation of site



- Develop a Planned Preventative Maintenance (PPM) schedule, ensure full preventative maintenance is carried out, plan-in missed maintenance activities, and lead the team to deliver effectively
- Audit and ensure compliance of the engineering data systems
- Schedule both internal and external work(s) maximizing planned down time and reducing unplanned downtime
- Ensure routine calibration and maintenance requirements of a variety of electro-mechanical, hydraulic and pneumatic systems are undertaken
- Ensure that designated buildings, plant and facilities are fit for purpose and to provide proactive support/solutions when required
- Develop clear accountability for maintenance material spend combined with a strategy to manage expenditure
- Manage systems and equipment data storage and maintain high levels of standards and accuracy
- Manage the process of the introduction of new machinery, plant and equipment from drawing up the specification, to managing suppliers through to full installation in collaboration with all relevant parties
- Manage the process of disposal of obsolete machinery, plant and equipment from gaining agreement to write-off to physically removing it and disposal in safe and lawful manner.
- Manage contractors on site to ensure they meet legal and company requirements
- Manage, coach and develop a high performing Maintenance team that meets agreed objectives and which delivers best practice results, added value and continuous improvements
- Set department objectives/KPIs and review and assess ongoing performance of direct reports
- Report on achievement of targets and identify any actions required
- Work as part of the Management team to share ideas and improve operation, recommending, supporting and implementing continuous improvement activities and process and procedure improvements to optimize results and improve quality of delivery, in line with quality standards requirements delivery in line with Company and Customer requirements
- Liaise and communicate with other departments, customers, suppliers and other service providers

#### **QUALIFICATIONS AND EXPERIENCE:**

- Minimum of 10-15 years overall experience in process-driven equipment-based operating environments.



- Minimum of 5-7 years' experience as Manager/Supervisor of Maintenance/Facilities Production, in equipment-driven manufacturing environment.
- BSME preferred, will consider some other appropriate combination of skill and experience.
- Strong track record of successfully leading and motivating Maintenance Teams
- Excellent communications and interpersonal skills
- Strong working knowledge of mechanical, electrical, hydraulic/pneumatic, HVAC systems
- Strong problem solving and analytic ability
- Proficiently in Microsoft Office, (Word, Excel) as well as AUTO-CAD

**TO APPLY:** For the Maintenance / Facilities Manager position apply in person or forward resume to:

Offset Paperback Mfrs., Inc.  
Human Resources Office  
human.resources@opm.com  
2211 Memorial Highway  
Dallas, PA 18612