



Job Title: Maintenance Manager

Reports to: CEO

Department: Maintenance

Salary Range: \$80,000 DOE

A career at Skagit Horticulture is challenging, rewarding, and satisfying. We accomplish our goals when each individual performs to their full potential while contributing as a valuable team player with others in the organization.

Summary of Duties: This position is responsible for the creation and maintenance of a clean, safe, well-functioning facility; develop and maintain the management and performance of routine maintenance to the physical properties and equipment of Skagit Horticulture.

The maintenance manager will offer ongoing support and coaching on projects based on priority, gain knowledge and expertise with each assignment and advise best protocols towards resolution and long term fixes. Communicates clear expectations regarding maintenance jobs, priorities and accomplishments to the maintenance team.

Oversee and share (as needed) on-call responsibilities with other maintenance team members.

Leadership: Manages a team of employees and their tasks as assigned. Communicates company goals, safety practices, and deadlines to team. Motivates team members and assesses performance.

Communications concerns and policies among management and team members.

Primary Duties:

- Ensures a safety first culture
- Plans , prioritizes, schedules and performs all required maintenance, including set-up, preparation and clean-up and eventually establish a proactive checklist for routine maintenance on all equipment
- Maintain accurate records for any routine repairs and major maintenance projects.
- Create a maintenance plan each year by October that prioritizes projects, capex and routine maintenance that adheres to approved annual budget.
- Work in collaboration with Operations Managers on priorities, day to day tasks and proactive repairs.
- Meet weekly with operations manager to review priorities, projects, and grower needs.
- Create and update all current required maintenance compliance policies to safely operate the business
- Delegate and take responsibility for large maintenance projects in real time with realistic end dates.
- Provide accurate information to develop the maintenance department budget
- Ability to maintain, monitor, repair; Boiler, Soil Lines, Boom's and other production equipment
- Manage and record the training of all tractor drivers (TDs), forklift drivers
- Manage contractor management program for onsite projects.
- Oversee and plan all shut down maintenance.
- Works in conjunction with the CFO on contracts, leases, and capex projects
- Responsible for timecard approval and time management of your team





Required

- 5 years of leadership capabilities
- 5 plus years of extensive knowledge in maintenance repairs
- Technical expertise
- Experience managing people and projects in a busy environment
- Knowledge in mechanics, electrical, boiler rooms, booms, green houses, redactable roofs, and general repairs
- Strong people and problem solving-skills
- Driver's license and safe driver record
- High integrity and respect for confidentiality requirements
- Budget, spending and cost avoidance experience
- Basic competency in Microsoft Office®
- Ability to work in inclement weather

Preferred Qualifications

- Experience in Lean processes
- OSHA 10 or 30
- Mig and Tig Welding

Safety

- Ensure that all production and maintenance work areas are kept clean and safe.
- Willing to serve on safety committee for one year

Skagit Horticulture provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.