

LOCATION: Courtenay, BC
DEPARTMENT: Operations
JOB: Maintenance Manager

Email Resume to recruiting@hbccanada.com

The Organization:

Our client is a large, highly regarded, resource development and forest management company that provides full service logging, hauling, road construction & maintenance, and professional services. They are looking for an experienced and dynamic individual to elevate their Operations department as Maintenance Manager.

This exceptionally talented person will report to the Operations Manager and will own all aspects of the management and maintenance of the Company's equipment fleet. Located in the vibrant Comox Valley, the Company has created an unwavering people first culture that is customer focused and community oriented. If you have a passion for creating impact, experience in the forestry/natural resources industry and want to be a part of an incredible team, we want to talk to you!

A Day in the life of the Maintenance Manager

Responsible for the management of the Company's equipment fleet, the Maintenance Manager will ensure the fleet is maintained in a cost effective and efficient manner - in order to deliver top-quality up time, reliability and hours. This includes the overseeing the continuous improvement of the maintenance process and executing long-term Company strategic plans.

Role and Responsibilities

Management of Company Equipment Fleet

- Administer all aspects of the Company's equipment fleet with respect to care, maintenance and repair in order to maximize up time and reliability
- Maintain an up to date record regarding each asset including:
 - Current location
 - Hourly cost to operate
 - Repair and maintenance cost/hour
 - Current condition
 - Major component status (expected life, current hours, predicted replacement date)
 - Ownership strategy
 - Warranty status
- Provide recommendations to senior management regarding performance of equipment and recommended maintenance dates
- Deliver an annual strategic equipment plan

Uptime/Reliability Management

- Work with mechanics to diagnose, and repair complex problems with equipment
- Deliver top quartile equipment up-time and reliability through effective management of service, repair and maintenance functions
- Provide mechanical support to ensure reliability targets are achieved
- Strategically source (and/or stock) parts inventory to minimize down-time

- Liaise with other Managers, Logging Supervisors and employees to pro-actively address maintenance issues

Supervision

- Day to day supervision of Maintenance team
- Communicate expectations, discipline, dispatch workload, evaluate, and monitor performance of direct reports
- Recommend measures to improve work methods
- Mentor/coach and develop staff
- Mentor new mechanics ensuring they fully understand their responsibilities and are delivering results
- Hire and train new employees

Cost Management

- Purchase and/or provide quality, cost effective goods and services to operate and maintain the Company's mobile equipment fleet
- Manage overall repair and maintenance program to minimize costs without compromising reliability
- Manage service providers to ensure the delivery of high-quality product and services at competitive prices
- Manage inventories to minimize carrying costs without compromising up-time
- Manage consumables to ensure cost effectiveness

Administration

- Maintain the day-to-day activities and ensure administration duties are completed on time and to a high quality
- Maintain all maintenance records on an on-going basis.

Budgeting/Forecasting

- Maintain a plan, track plan vs. actuals for non-routine maintenance, and ensure that this is communicated to Senior Management.
- Prepare and communicate major repair plans (budget/forecast) for approval
- Report on actuals compared to budget/forecast

Health and Safety

- Manage the Safety Management System within the maintenance department, meeting or exceeding industry standards
- Review and maintain safety program in maintenance department
- Complete and investigate accidents and near misses, hold meetings, complete evaluations.
- Instruct staff on safety, recognize unsafe work conditions and modify work procedure.
- Ensure adherence to safety regulations

Requirements – what you bring to the company:

- Candidate must have 5+ years' experience in the Fleet and Maintenance services with 2+ years' experience in a supervisory.
- A certified heavy-duty mechanic is preferred
- Post secondary education in Maintenance management would be an asset
- Possess a good work ethic
- Schedule, train, supervise and motivate employees for the maintenance department
- Possess a good understanding of the fleet and maintenance services
- Possess a good understanding of logging industry
- Good problem solving and analytical skills.
- The ability to balance cost control
- Strong problem-solving skills
- Strong customer service skills
- Excellent Communications skills – dealing with peers, building relationships with vendor, co-workers, and dealing with clients and contractors
- Ability to work under pressure within tight deadlines, while maintaining attention to detail
- Ability to focus, plan and meet deadlines while managing multiple projects and changing priorities
- Able to deliver results
- Computer literate with good MS Office abilities (Excel in particular)
- Fast-paced environment
- Must be able to work outside in adverse weather

Our “must haves” that make you great:

- You live the brand and corporate values.
- You possess a strong business acumen.
- You have proven work ethic with utmost integrity.
- You strive for efficiency.
- You think and act like an entrepreneur.
- You are dedicated to growing the operations by building successful relationships with customers and clients.
- You have a positive attitude and you are team oriented.
- You are highly detail oriented and organized.
- You are a true collaborator with exceptional people and leadership skills.
- You are empathetic and approachable with an ability to partner with and influence management.
- You possess self-awareness, with a desire for constant self-improvement, goal oriented.
- You are able to work well independently and to work under pressure.

We offer:

- Compensation for this role includes competitive base salary based on experience.
- Great culture, high growth, collaborative environment.
- Comprehensive benefits package including retirement, extended medical, dental, disability.
- Work-life integration including flexible holidays and personal time to maintain balance.
- Exciting career with professional on-going development.

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