1. Supervised daily operations, including employee performance, preventive maintenance and safety.
2. Delegated tasks to carefully selected employees in alignment with resource management goals.
3. Procured pricing information from various vendors to support cost-effective purchasing.
4. Rolled out improved training programs for maintenance employees.
5. Contributed to development, implementation and execution of maintenance programs.
6. Developed and implemented employee incentive programs to promote top performance.
7. Planned scheduled maintenance outages as part of preventive maintenance program.
8. Monitored priorities and liaised between maintenance team and management, delegating tasks to complete on time.
9. Provided guidance to management regarding project bids for onsite improvements.
10. Completed partial or full dismantling of equipment to quickly repair or replace defective components and restore functionality.
11. Established and documented protocols for preventive maintenance procedures, decreasing equipment issues and reducing downtime [Number]%.
12. Supervised [Number] employees, including scheduling, training and performance monitoring.
13. Implemented preventive maintenance practices and upheld equipment guidelines to reduce downtime.
14. Investigated and corrected mechanical problems with machinery such as [Type] and [Type].
15. Coordinated daily workflow through task prioritization and concise scheduling.
16. Created and implemented maintenance program to optimize operational efficiency and reduce downtime.
17. Implemented scheduled maintenance, retooling production status sheets and driving [Number] tasks to achieve scheduling effectiveness.
18. Assessed operating conditions and adjusted settings to maximize performance and equipment longevity.
19. Created work schedules and set up training for [Number] employees working on [Type] equipment.
20. Finalized work on building systems by completing basic carpentry and other finish work.