



## **Maintenance Foreman**

### **Avonmore, PA**

Maintenance Department

FLSA Designation: Exempt

Reports to: Maintenance Manger

#### **JOB SUMMARY**

Supervise Daily Maintenance Operations involving the maintenance and repair of all equipment in the plant. Work with and coordinate the activities of Outside Contractors. Ensure compliance with all quality procedures, and ensure a safe work environment.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervise the daily maintenance and repair activities within the plant to effectively allocate resources and coordinate workflow as determined by available product queues and equipment and personnel availability
- Work closely with the Maintenance manager to ensure project priorities are made to maximize production flow and on time deliveries
- Supervise up to 12 craft workers (mechanical and electrical)
- Ensure adherence to all Company policies, rules, and procedures in all aspects of the operation: environmental compliance, safety and health, cost control, human resources.
- Trouble shoot mechanical and electrical problems and provide technical support and direction for maintenance personnel.
- Maintain proper parts inventories
- Maintain essential records : calibrations, maintenance, environmental, ISO
- Works with the local unions to maintain a positive relationship under the terms of the various collective bargaining agreements.

#### **EDUCATION/EXPERIENCE**

- High school diploma or equivalent (GED); post-secondary education in Maintenance Technology or related field preferred
- 1-3 years production/manufacturing experience; metals industry experience preferred

## **JOB KNOWLEDGE**

- Ability to communicate effectively, both verbally and in writing
- Ability to effectively plan, organize and prioritize projects
- Ability to function in a team environment
- Ability to interpret and schedule according to union contract guidelines
- Ability to work independently with minimal supervision and guidance
- Independent judgment and decision-making abilities
- Proficiency in basic Microsoft Office products to organize and communicate
- Proven leadership and motivational abilities
- Strong analytical and problem-solving skills

The above duties and responsibilities designated as essential job functions are subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. The job description is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be asked to perform other job-related functions that are not listed above.

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### **Union Electric Steel Corporation**

An Ampco-Pittsburgh Company

Post Office Box 465

Carnegie PA 15106-0465

Attention: Human Resources (FM-ANR)

E-mail: [hrrecruiting@ampcopgh.com](mailto:hrrecruiting@ampcopgh.com)

(Please no phone calls)

EOE AA M/F/D/Vet/Disability

Voluntary Self Identification of Disability

Voluntary Self Identification of Race, Gender, and Protected Veteran Status