

MAINTENANCE LEAD

Kenosha, WI

POSITION SUMMARY

Under the primary direction of the Distribution Manager, assume responsibility for overseeing all general building and equipment maintenance of the MCX facility. Lead facility initiatives and projects, including researching vendors and equipment. Oversee work of tradespeople when required. Must possess the technical and analytical skills necessary to identify and select solutions to resolve equipment problems. Requirements include two years of general warehouse experience.

ESSENTIAL FUNCTIONS

1. Maintain all HVAC, plumbing, electrical, phone, conveyor and production equipment or systems in order to ensure effective overall facility operations.
2. Maintain Crown and Yale Lift Trucks and have the ability to troubleshoot and repair as necessary.
3. Arrange for and monitor any work required by tradespeople from outside vendors (i.e. HVAC, electrical, landscapers, etc.) as needed.
4. Meet with local municipal (fire, building, public works) department personnel to ensure facility's compliance with local codes and ordinances.
5. Use a variety of equipment such as all hand and power tools, ladders, painting equipment, snow blower, welding equipment, etc.
6. Maintain inventory of facility's cleaning, maintenance, lavatory and tool supplies. Monitor vendors used for cost efficiency and review all associated invoices for accuracy and company compliance prior to submitting for payment.
7. Work with department supervisors on the development or purchase of tools for increased production efficiency.
8. Responsible for the distribution and maintenance of keys to building and workstations.
9. Assist in the selection of prospective maintenance staff members and conduct or oversee their training.
10. Monitor all emergency exits and signs to ensure they are in proper working order.

MINIMUM REQUIREMENTS

1. EDUCATION & EXPERIENCE
 - a. High School diploma is preferred
 - b. 2 years of general warehousing experience is preferred
2. SKILLS & KNOWLEDGE
 - a. Detailed mechanical/electrical aptitude and trouble-shooting skills.
 - b. Detailed knowledge of Crown and Yale forklifts, ability to troubleshoot problems and repair as necessary.
 - c. Detailed knowledge of heating, ventilation and air conditioning systems.
 - d. Details working knowledge of warehouse equipment.

MINIMUM REQUIREMENTS CONTINUED

- e. Manual dexterity required for operating machinery.
 - f. Aptitude toward innovation.
 - g. Ability to lead and direct a group in order to expedite repairs in a timely fashion.
 - h. Basic math and writing skills
 - i. Basic computer literacy
 - j. Ability to communicate effectively in English (Spanish a plus)
 - k. Forklift certification
3. PHYSICAL DEMANDS
- a. Ability to lift up to 75 pounds
4. ENVIRONMENT & SCHEDULING
- a. Regular Hours are between 6:00AM to 7:00 PM Monday through Friday (8 hr shift), overtime maybe required during peak times.
 - b. Primary work location is MCX, but may be required to work at one of the other Madden facilities on an "as needed" basis.

EMPLOYER'S RIGHTS

This description is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Management retains the right to add to or change the duties at any time.