

C. COWLES & COMPANY

Maintenance/Facilities Manager

C. Cowles & Company has an immediate opening for a hands-on qualified and motivated, Facilities Manager. You must have knowledge of the full spectrum of a manufacturing facilities & production equipment.

Summary: Coordinates and directs all areas of machine and facilities maintenance. Responsible for overseeing all safety and environmental compliance.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Oversees and directs three maintenance personnel
- Maintains preventative maintenance program for all factory equipment.
- Plan, oversee and lead the maintenance of the physical structure, services, machinery, equipment and grounds.
- Ensuring compliance with all Federal and State regulations governing safety and environmental issues.
- Evaluates equipment breakdowns. Performs, oversees, or contracts out for prompt repairs.
- Maintains HVAC systems, computer network wiring, lighting, alarms, fire & sprinkler systems, and other facilities infrastructure and systems.
- Plans, budgets, and schedules facilities modifications and repairs; including cost estimates, bid sheets, layouts, and contracts for construction and acquisitions.
- Works closely with Department Heads to understand and prioritize needed repairs, maintenance, machine upgrades, etc.
- Acts as liaison to public utility, environmental, and energy agencies.
- Inspects plant and evaluates use of space and facilities.
- Develops long range plans, conceptual designs, and capital outlay requirements and documentation for facility
- Inspects construction, equipment installation, and other contracted projects for progress and conformance to established specifications.
- Understands and implements safety and environmental regulations.
- Performs Safety audits to support facility and Safety Goals.
- Spearheads the Lockout Tagout Program to ensure Safety regulations are in place.
- Responds to fire/security alarms 24 / 7.
- Any other duties assigned by President

Requirements:

- Minimum of 7-10 related experience in manufacturing facility.
- At least 1 year of management or supervisor experience is required.
- Must have hands on experience adjusting, setup troubleshooting and maintaining a variety of machines.
- Must have an extensive knowledge with electrical, hydraulic and injection molding machines.
- Be able to train others and be a strong injection molding technician.
- Broad range of mechanical and equipment knowledge.

Compensation

We offer a competitive salary with an excellent benefit package, including medical, dental, vision, vacation, paid holidays, life insurance, currently a 40% match up to 5% 401(k) plan, and more.

Please submit your resume to personnel@ccowles.com or by mail to C.Cowles & Company, Attention Human Resources, 126 Bailey Road, North Haven, CT 06473

C.Cowles & Company is an Equal Opportunity Employer Minorities/Women/Veterans/Disabled