

Maintenance Manager Job Description

Duties and Responsibilities:

- Perform daily and weekly inspection of facility to ensure smooth operations
- Hire and train maintenance employees to carry out specialized duties
- Delegate maintenance issues to appropriate personnel for effective resolution
- Inspect equipment to identify operational inefficiency and facilitate optimization
- Perform periodic maintenance and routine calibration of mechanical, electrical, and pneumatic systems
- Manage the process of disposal of worn-out/damaged machinery as well as the installation of new equipment
- Proffer technical advice and recommendations to a maintenance team to ensure an efficient workforce
- Conduct risk assessments to identify possible hazard around building facilities or premises
- Design and implement programs for effective maintenance operations
- Ensure adherence to health/safety procedures and policies
- Prepare and manage maintenance budgets in order to meet set objectives
- Monitor equipment inventory and place orders when necessary to ensure availability of required resources
- Conduct negotiations with third party contractors to determine the rate and terms of service
- Supervise the activities of a building upkeep personnel to ensure they maintain a clean and orderly facility
- Maintain accurate record of maintenance operations and present to upper management reports of daily activities.

Maintenance Manager Requirements – Skills, Knowledge, and Abilities

- Education and Training: To become a maintenance manager, you require a Bachelor's degree in management disciplines such as business management, facility management, or in a related field. Technical degrees such as mechanical or electrical engineering is also necessary for the position. Prior experience (at least 3 years) in construction or facility maintenance is among the prerequisites for the maintenance manager job position
- People management Skills: Maintenance managers are able to direct and coordinate the activities of a maintenance team
- Technical Skill: They are skilled in conducting equipment inspections to identify and facilitate/conduct repair of machinery
- Observational Skill: They are adept at identifying machine faults or building hazard to initiate repairs and adjustment
- Pre-employment tests: To be hired for this job in some companies you may be required to take some assessment tests and score highly. Find out about [job assessment tests](#) and how to top the competition.