

## **Maintenance Service Coordinator**

Jagemann Stamping Company is a rapidly growing and expanding full-service stamping company recognized worldwide as a leading manufacturer of deep drawn, progressive, and fine blanked stampings. The latest technology coupled with the best people in a state of the art manufacturing facility, which encompasses all functional aspects including sales, design, tool building and manufacturing, enables Jagemann Stamping to provide its customer with products and service that consistently exceed expectations.

Jagemann Stamping, one of Manitowoc County's premier employers, is headquartered in Manitowoc, WI on the banks of beautiful Lake Michigan, 30 minutes south of Green Bay, WI and an hour north of Milwaukee, WI. In addition to offering a stable, dynamic work environment, Jagemann Stamping provides professional development and challenging careers with opportunities for growth and advancement where innovation and knowledge sharing are valued and rewarded. Jagemann Stamping employees receive highly competitive compensation and an exceptional benefits package.

### **ALL BENEFITS ON YOUR FIRST DAY OF EMPLOYMENT - NO WAITING PERIOD**

- Immediate Vacation Upon Hire
- Extra Vacation Earned for 2<sup>nd</sup> & 3<sup>rd</sup> Shifts
- 80/20 Co-insurance Medical Plan Effective on your First Day **No Traditional Waiting Period**
- Dental, Vision Plans and Company Paid Life Insurance on Your First Day **No Traditional Waiting Period, All One Day One!**
- 401k plan with Company Contributions & Roth plans available
- Short Term Disability Plan Pays at 80%. Long Term Disability Plan **All Company Paid Plans**
- \$500.00 Employee Referral Program
- Quarterly Bonus Program
- Shift Premium for 2<sup>nd</sup> and 3<sup>rd</sup> Shifts
- Education Program **Books & Tuition Paid In Advance by Jagemann. Paid Apprenticeship Programs**
- On-site Fitness Center for Employees and Spouses and Wellness Programs
- **Wall to Wall Air Conditioning**
- Flexible, Employee-friendly Policies and Work Environment
- Excellent Career Development and Advancement
- 10 Paid Holidays

### **Major Function:**

Support the Maintenance process by scheduling and assuring maintenance services are conducted at the proper time and at the most favorable cost. Assure schedule attainment, establishment of individual and departmental priorities and the assessment of results.

Primary contact for maintaining the maintenance schedule, expediting, tracking and coordinating maintenance work to be completed. Direct the coordination of outside services required for maintaining the building and grounds. Initiate quote requests and participate in joint sourcing decisions with Purchasing based on quality, capability and overall cost. Manage, administrate and maintain the preventive/predictive maintenance software system.

## **Major Responsibilities:**

Provides direct link and point of interface for all internal customers to: issue work orders, adjust existing orders, coordinate purchases for parts and components, coordinate required dates, investigate work order status, and report or alert customer to potential delivery date problems. Requires scheduling, expediting, monitoring and revising Maintenance schedule and/or workload according to customer requirements.

Establishes workload priorities, review of progress and evaluation of results for reprioritizing purposes.

Reviews priorities and workload with available equipment, labor and skill to determine appropriate utilization of resources and development of the Maintenance schedule for a three-shift operation.

Determines if available capacity/skill can meet demand based on customer requirements and makes overtime and/or outside service recommendations as necessary.

Determines the most cost effective method to provide maintenance service balancing customer when needed requirements, available labor and equipment capability. Occasionally weighs these factors against the need and effectiveness of using an outside supplier versus using Maintenance resources.

Reviews schedule status daily with Maintenance Team to assure maintenance requirements are according to plan and adjusts resources accordingly when necessary.

Coordinates with Production Control and Manufacturing priority needs, equipment availability dates or scheduled maintenance date changes that may affect the schedule.

Assists in assessments for modifying equipment versus new based on the best balance of overall cost.

**EDUCATION:** An Associate degree or higher in an Engineering or Business discipline desired. Familiarity with MS Office and Web-based ERP systems is a plus.

**EXPERIENCE:** 3 years' experience and/or demonstrated proficiency in general maintenance practices. Experience with computerized scheduling systems is also helpful.

## **SPECIAL JOB REQUIREMENTS:**

Position requires an individual with Maintenance environment technical knowledge and capability. Excellent leadership and teamwork skills required to earn respect, promote change and continuous improvement and promote effective interaction with other functional teams.

*If you desire the chance to make a difference and to work with great people who value teamwork, challenges and the ability to affect the future of the company, Please send your resume to Jagemann Stamping Company, 5757 West Custer Street, Manitowoc, WI 54220. "Attention Human Resources" or electronically at [employmentapps@jagemann.com](mailto:employmentapps@jagemann.com) Please visit our website [www.jagemann.com](http://www.jagemann.com)*

*Jagemann Stamping is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national or ethnic origin, sexual orientation, gender identity or expression, age, disability, veteran status or other characteristics protected by law.*

