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| Job Title: Maintenance Manager – STJ TX |
| Department: Operations |
| Revision Date: 05/30/2019 |



Position Overview and Essential Job Functions

Maintenance is a critical piece to our overall operation. This position is responsible for the productivity, organization, and efficiency of our Saint Jo, TX maintenance facility and technicians. This includes service scheduling, troubleshooting with technicians, approving work orders, and inventory management and direct oversight of all Saint Jo maintenance personnel. FLASH also provides maintenance for all Texas Frac mobile equipment, of which this position will also manage. This position reports to the Corporate Maintenance Manager.

Position Responsibilities

- Schedule all STJ service and repairs, communicating daily with St Jo Dispatch, Texas Frac plant management, and Corporate Maintenance
- Manage work orders and service procedures. Examine work orders for accuracy.
- Handle all daily service calls from drivers and dispatch, including finding mobile repair for downed units.
- Technician management: hands on help, coaching techs to stay focused, hiring/orientation for new STJ maintenance employees, day to day employee questions, time off request management, etc.
- Track and respond to daily driver-initiated repairs (MACRO 1's)
- Oversee parts inventory and ordering; receive in parts, enter into the system, and code invoices.
- Oversee lubricant inventory
- Maintain day-to-day tire inventories
- Maintain fuel inventory and orders for terminal
- Ensure technicians have accurate parts to complete assigned work.
- Ensure annual inspections and truck documents are maintained and up to date.
- Make sure all shop equipment and tools are maintained and in safe-working order.

Essential Job Requirements

- Knowledgeable on all aspects of heavy-duty trucks and trailers repairs
- Knowledgeable on all aspects of mobile equipment
- Proficient with truck, trailer, and mobile equipment parts; Establish and maintain parts inventory system
- Troubleshooting skills, including electronic diagnostics
- Proficient with TMW and Qualcomm
- Availability to assist with managing breakdowns, as necessary, 24/7
- Knowledge of DOT / FMCSA / CSA / OSHA regulations
- Attend training seminars and classes, as needed

Non-Essential Job Requirements

- Strong organizational skills and Multi-tasking ability
- Ability to read, write, and speak the English language.
- Proficient with Windows-based programs computer operating systems, specifically Microsoft Office (Word, PowerPoint, and Excel).
- Communication skills, including oral, written, and electronic.

* The above list is not an all-inclusive list of duties and/or requirements. You will be expected to perform various tasks as required by the customer. As business objectives changes, so too may the duties.