

Overview

MBI Direct Mail + Digital, Inc. a leader in the direct mail and digital marketing industry, is seeking an experienced and hands-on Maintenance & Facilities Manager to oversee the performance, maintenance, and reliability of our production facility and equipment. This role is ideal for a leader who brings a combination of management experience, machining expertise, and strong mechanical knowledge. You will be responsible for ensuring that all facility systems and production equipment operate efficiently, minimize downtime, and support continuous improvement across operations.

As a key member of our team, you will lead maintenance initiatives, manage vendor relationships, and contribute to strategic equipment planning. All while remaining actively involved in troubleshooting and repair work.

What We Offer

- Employee-Owned Company (ESOP)
- 401(k)
- Health, Dental, Vision, and Life Insurance
- Paid Time Off (after 90 days)
- A collaborative, team-oriented, and performance-driven culture

MBI Direct Mail + Digital, Inc. is a Drug-Free Workplace and an Equal Opportunity Employer.

Key Responsibilities

- Oversee all facility maintenance operations, including mechanical, electrical, and building systems
- Lead and manage maintenance personnel, vendors, and contractors
- Develop and implement preventative maintenance programs to reduce downtime and extend equipment life
- Troubleshoot and repair production equipment, including presses, mailing equipment, and finishing machinery
- Utilize machining skills to fabricate, modify, and repair custom parts as needed
- Manage facility upgrades, equipment installations, and capital improvement projects
- Maintain compliance with safety standards, OSHA regulations, and company policies
- Coordinate with production and leadership teams to prioritize repairs and minimize operational disruption

Qualifications

- Proven experience in a Facilities Manager, Maintenance Manager, or similar leadership role
- Strong background in machining, fabrication, and mechanical repair (required)
- Experience maintaining industrial production equipment (print, mailing, or manufacturing environment preferred)
- Demonstrated leadership and team management experience
- Ability to troubleshoot complex mechanical and electrical systems
- Proficiency with hand tools, shop equipment (lathes, mills, etc.), and maintenance systems
- Strong organizational, communication, and problem-solving skills
- Ability to work in a fast-paced, hands-on environment

Preferred Qualifications

- Experience in the printing, direct mail, or manufacturing industry
- Knowledge of preventative maintenance systems

Pay: \$60,000.00 - \$75,000.00 per year

At MBI Direct Mail + Digital, Inc., you won't just manage a facility. You'll lead the operation that keeps everything running.