



Position Description – Maintenance Supervisor

SUMMARY

Responsible for performing highly diversified duties to install, troubleshoot, repair and maintain production and facility equipment according to safety, predictive and productive maintenance systems and processes to support the achievement of the site's business goals and objectives. Responsible for day-to-day supervision of maintenance technicians and implementation of cost savings and improvement initiatives. This is a working supervisor position and will also fulfill all duties as required of the technician position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee departmental personnel by making daily decisions regarding scheduling of team, equipment, PM tasks, and overall department needs to achieve company directives.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws, planning, assigning and directing work.
- Will assist with appraising performance, rewarding, disciplining, and addressing and initiating corrective action measures to address complaints and resolve problems.
- Explains and enforces company policies and rules; maintains discipline, morale and harmonious employee relations with both maintenance department & entire team.
- Assist with coaching and administering disciplinary action for rule violations, misconduct, absenteeism or deficient performance.
- Makes recommendations on hiring and developing internal high potential employees by mentoring and providing training paths.
- Track performance expectations and ensure that daily shift responsibilities are being met and monitored.
- Performs highly diversified duties to install and maintain production machines and facilities equipment.
- Provides emergency and unscheduled repairs of production equipment during production. Supports weekend and off shifts, either remotely or with on-site support.
- Communicates and works closely with cross-functional departments as required (Buyer, HR, Production Supervisors, etc.)
- Performs maintenance skills including, but not limited to, mechanical, electrical, hydraulic, hvac, troubleshooting and repair of production equipment.
- Understands and troubleshoots and/or replaces or repairs PLC controllers.
- Supports and can perform all tasks required of maintenance tech.
- Monitor effectiveness of PM program, develop and issue reports to communicate status and progress, suggest and implement changes to drive performance improvement
- Monitor and maintain spare parts inventory to ensure maximum effectiveness at minimum cost. Develop and issue reports to measure and verify effectiveness. Complete monthly spare parts inventory as required.
- Comply with safety regulations and maintains clean and orderly workplace.
- Maintains and coordinates driving safety initiatives to increase safety awareness (completing department safety audits, JHA's, etc.). Active participation in safety team, plant JHA's, other activities as appropriate.
- Meets with Maintenance Manager frequently on the status of overall maintenance program and performance.

- Implement and monitor workplace organization by continuously seeking out cost reductions and recommending improvements to procedures, processes, equipment and layout.
- Performs all other duties as assigned or needed.

QUALIFICATION REQUIREMENTS

- High school or vocational school and completion of craft apprenticeship along with related on-the-job experience in production maintenance and manufacturing environments.
- 7 plus years of maintenance experience in a manufacturing environment, previous maintenance supervisor required.
- Certificates and Licenses: Trade or vocational certifications preferred. Other trade certifications or in-depth experience may be required, (i.e., HVAC/EPA certifications, weights & measures technology and LOTO procedures preferred). Fork truck certification or experience preferred.
- Excellent problem solving and communication skills required.
- Excellent supervisor and time management skills required.
- Possess strong interpersonal skills to relate with all members of the team.
- Independent decision making required in the communication of daily maintenance activities

Complexity

- Broad mechanical expertise understanding complex concepts related to troubleshooting and repairing machinery, electrical, hydraulic equipment, properties of metals, welding, and/or pipe/plumbing functions required.
- The ability to read and comprehend various diagrams, schematics, technical manuals and mechanical blueprints is required.
- Depending on site location and job duties, knowledge of trade mathematics and machinist handbook formulas in computing and verifying dimensions in the planning, layout out, and final dimensional checking process.

Latitude of Judgment

- Independent equipment troubleshooting is a strong trait needed for this position.
- High degree of interaction and decisions made with employees, customers and vendors regarding equipment intricacies and requirements.
- Minimal guidance and supervision required in daily execution of duties. Decisions outside those required for routine daily maintenance are reviewed by supervisor.
- Expenditures beyond routine maintenance require approval of supervisor.

WORKING CONDITIONS AND PHYSICAL EFFORT

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands/Efforts

- The position requires the ability to stand, walk, and/or sit.
- The incumbent must be able to use their hands to finger, handle and touch materials, parts and equipment.
- The position requires the ability to both talk and hear.
- Required to lift 10 pounds frequently; and pushes and/or lifts up to 40 pounds occasionally.
- Although not typically performed, the incumbent is required when lifting over 40 pounds to use prescribed

methods which include material handling equipment.

Visual Demands

- Specific vision abilities required by this position include close and distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

- In the production environment, the position is frequently exposed to work near moving mechanical parts with occasional exposure to fumes and/or airborne particles.
- May infrequently be exposed to work in high, precarious places, and may be at risk of electrical shock, or exposed to heat and vibration.
- The noise level in the production work environment is usually loud.
- Employees are expected to comply with existing safety procedures including but not limited to proper lifting mechanics, use of protective equipment, lock-out-tag-out, forklift operation policies, and maintaining a safe work environment

OTHER JOB-SPECIFIC REQUIREMENTS

- May be required to supply own mechanic tools depending on site and job duties.
- Ability to work to deadlines.

LIMITATIONS AND DISCLAIMER

This document is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive description of all responsibilities, duties and skills required for the position as they may be changed at management discretion or in response to business demands.