



Scotia
INVESTMENTS

A Member of the Scotia Investments Family of Companies

Maintenance Supervisor - CKF Rexdale

CKF Inc. is a leading manufacturer with a strong presence in North America, with a total workforce in excess of 900 employees. Our operations produce foam, plastic and molded pulp products in the areas of retail, foodservice, produce, and protective packaging industries.

Reporting to the Maintenance Manager, the Maintenance Supervisor is responsible for overseeing the day-to-day activities of the maintenance team to ensure optimal equipment performance, minimal downtime, and efficient use of resources. This role plays a key part in supporting production through effective planning, coordination, and execution of maintenance tasks, while also ensuring safety and compliance standards are met. The successful candidate will bring a hands-on approach, strong technical knowledge, and the ability to effectively coordinate maintenance activities in a fast-paced manufacturing environment.

Job responsibilities include (but are not limited to):

- Supervise maintenance personnel.
- Assign, schedule and co-ordinate work and projects in a timely manner.
- Plan the work of maintaining all machinery and equipment and associated systems, electrical systems, building and services.
- Plan jobs and track work performance and completion using CMMS work order system.
- Monitor and oversee work of outside contractors.
- Instructs department employees and contractors on proper work procedures, safety rules and procedures, care and use of equipment.
- Provide management with insight and expertise on equipment-based decisions and problem-solving.
- Prepare cost estimates for major repairs.
- Assist in preparing capital and department budgets and monitor labour utilization for greater efficiency.
- Source, purchase parts for inventory. Pick up parts that are critical for operations from suppliers on an as needed basis.
- Monitor, and issue parts going in and out of inventory.
- All other duties and special projects as assigned.
- Some overtime and after hours work is probable.

Quality and Product Safety Responsibilities:

- Responsible for assisting in investigation of all customer/consumer complaints involving technical, product safety or quality issues.
- Communicates product safety problems they observe to HACCP Coordinator.
- Assists in maintaining the HACCP program, and offers suggestions for improvement.
- Communicates persistent equipment issues to President, as needed.

Requirements

- Electrical or Millwright trade and/or relevant industrial experience. Alternate technical degree may also be applicable with a proven track record of relevant experience.
- Minimum 3-5 years supervisory experience in the Maintenance department and preferably in a fast-paced manufacturing environment – a good sense of urgency is a must.
- Experience on maintenance and repair equipment and systems.
- Excellent MS Word and Excel skills.
- Great interpersonal and communication skills.
- Ability to work effectively as a team and with all levels of management.
- Ability to handle and resolve problems and questions in a courteous manner.

Working Environment:

- Rexdale, Ontario
- Must be available during off hours for consulting and intervening during emergencies

Compensation:

- Salary, based on qualifications and experience, is competitively based

We are a progressive company offering a competitive wage and benefit package. Qualified candidates can reply in confidence with full resume and salary expectations to **Eva Nagy, HR Manager at enagy@ckfinc.com** by **23 March 2026**.

The successful candidate will be required to provide a clear criminal background check.

CKF Inc. is committed to creating a diverse environment and is proud to be an equal opportunity employer.

We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise Human Resources of any accommodation needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Although we gratefully accept all applications, only those candidates being considered for an interview will be contacted.

AN EQUAL OPPORTUNITY EMPLOYER