



POSITION TITLE: Maintenance Supervisor
DEPARTMENT: Operations
REPORTS TO: Operations Manager

OBJECTIVES OF POSITION:

The key objective of this position is to direct equipment and facility maintenance teams in coordination with operation goals and objectives. It is a hands-on position that manages maintenance functions for a manufacturing company with multiple locations.

DUTIES/RESPONSIBILITIES

- Establishes and coordinates all preventative maintenance (PM) schedules for multiple locations. Creates and improves PM system by reviewing production, quality control, and maintenance report and statistics; inspecting operating machines, equipment, and systems for conformance with operational standards.
- Identifies current and future maintenance requirements by establishing rapport with management, engineering, and production personnel.
- Ensures production stays operational by determining work priorities and scheduling repair, maintenance, and installation of machines, tools, and equipment.
- Supports product development and improvement by reviewing new product plans; discussing equipment needs and modifications with engineers; coordinating activities of technicians and workers fabricating or modifying machines, tools, and equipment.
- Provides heat, steam, electric power, gas, and air by directing installation of, modifications to, and maintenance activities on utility systems.
- Protects team members and visitors by maintaining a safe and clean working environment.
- Completes maintenance operational requirements by scheduling and assigning team members; following up on work results.
- Maintains maintenance staff job results by coaching, counseling, and disciplining team members; planning, monitoring, and appraising job results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

QUALIFICATIONS/EXPERIENCE

- Bachelor's degree preferred but not required
- Ability to interact with a variety of people
- Understanding of budget tracking and documenting of expenses
- Quality Management
- Experience with leading a team
- Understanding of safety policies and procedures
- Experience with managing and working with a Facilities Management System
- Ability to efficiently plan the needs for the Maintenance Department and communicate with the appropriate team members
- Understanding of equipment maintenance
- Experience with developing standards and product development
- Self-starter that is able to work through a variety of projects, tasks, or research as needed