

Maintenance Supervisor



POSITION SUMMARY

This incumbent ensures that the plant building and equipment is maintained in the safe work environment for the employees and for effective and efficient process operation.

ESSENTIAL FUNCTIONS

- Supervise staff in all areas such as timekeeping, attendance tracking, safety training, housekeeping, reasonable suspicion, progressive discipline, interviewing applicants, making hiring and firing recommendations, etc.
- Perform monthly safety audits and evaluations.
- Perform monthly safety meeting with maintenance staff.
- Perform weekly and monthly Preventative Maintenance (PM) checks on the systems.
- Perform weekly checks of the plant to insure the building and equipment are maintained.
- Assign work orders and keep track of the work order schedule.
- Perform annual PMs on the system and evaluate equipment replacement needs to assist with the Capital budget.
- Spend time in the plant with the production supervisors and manage to insure their needs are met.
- Oversee the service work on plant equipment by outside contractors.
- Other duties as assigned

POSITION QUALIFICATIONS

- Accountability - Ability to accept responsibility and account for his/her actions,
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Management Skills - Ability to organize and direct oneself and effectively supervise others.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.

Education

Associate's Degree (two year college or technical school)

