

## JOB DESCRIPTION

**Job Title:** Maintenance Supervisor  
**Department:** Manufacturing  
**Reports To:** Manufacturing Manager  
**FLSA Class:** Non-Exempt  
**Pay Type:** Hourly

I have received my job description and understand that I will be evaluated on the requirements set forth therein.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### SUMMARY

Under minimal supervision perform 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. Maintain and improve facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (include the following, however, other duties may apply.)

- Perform highly diversified duties to install and maintain production machines and the plant facility's equipment.
- Provide emergency/unscheduled repairs of production equipment during production and performs scheduled maintenance repairs of production equipment during machine service.
- Perform simple machinist duties and responsibilities.
- Perform mechanic skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, troubleshooting and repair of production machines.
- Read and interpret equipment manuals and work orders to perform required maintenance and service.
- Diagnose problems, replace or repair parts, test and make adjustments.
- Perform regular preventive maintenance on machines, equipment and plant facilities.
- Perform a variety of plumbing maintenance and carpentry functions.
- Use a variety of hand and power tools, electric meters and material handling equipment in performing duties.
- Detect faulty operations, defective material and report those and any unusual situations to proper supervision.
- Comply with safety regulations and maintain clean and orderly work areas.
- Perform all other duties as assigned or needed.
- Track and maintain electronic records on all maintenance and repairs to machines and facility.
- Control maintenance budget and spending.
- Set working hours for department and obtain approval through Manufacturing Manager.
- Direct and delegate workload to maintenance personnel.
- Ensure all processes, procedures and documentation is ISO compliant.

## **SUPERVISORY RESPONSIBILITIES**

Supervisor Maintenance Technicians and Custodians.

## **QUALIFICATIONS**

- To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily.
- Perform mechanic skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, troubleshooting and repair of production machines.
- Strong computer skills including Microsoft Office Outlook, Excel, etc.

## **EDUCATION and/or EXPERIENCE**

- Four years related experience and /or training or an equivalent combination of education and experience.
- High school diploma or GED required.
- An AA degree in mechanical, electrical, or industrial maintenance a plus.
- Two years experience in a supervisory role.

## **LANGUAGE SKILLS**

Effectively communicate and understand job instructions both verbally and written in the English language.

## **MATHEMATICAL SKILLS**

Ability to perform basic mathematical computations. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **PHYSICAL DEMANDS**

Ability to lift 50 lbs. when required. While performing the duties of the job, the employee is regularly required to stand, walk, climb ladders and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate to high.