



## Maintenance Supervisor Job Description

DEPARTMENT: ENGINEERING

REPORTS TO: ENGINEER

WAGE CATEGORY: MECHANIC

### PURPOSE OF THE JOB

The primary responsibility for the Maintenance Supervisor position is to oversee ongoing projects and daily activities to ensure their timely and efficient completion. This person will assist in directing daily activities of all assigned maintenance personnel and assist the Plant Engineer with improving manufacturing efficiencies for Semifreddi's. This position will provide support to the Engineer by performing the following duties personally or through subordinate staff. Hands-on support is required, may require long hours and a variable work schedule at times as needed.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure repairs, maintenance, and installation of machines, tools and equipment for 24/7 production operations; perform maintenance and repairs on motors, low voltage control circuits, pneumatic systems, hydraulic systems, conveyor systems, and production machines.
- Review work requests to determine work priorities
- Generate, schedule and verify completion of work orders
- Work with other departments to enable an effective and continuously improving operation
- Maintain parts and material inventory
- Develop and continuously improve the Preventative Maintenance program
- Maintain a safe, clean and organized maintenance shop
- Oversee plant Tool Control program
- *assist other departments with Cross over duties requiring observation, sanitation & cleaning of sensitive machine areas & parts.*

### SUPERVISORY RESPONSIBILITIES

Assist with managing and reviewing the maintenance staff. Responsibilities may include assisting in interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and working with human resources to resolve problems.

### EDUCATION and/or EXPERIENCE

- Three plus years of maintenance related experience in a manufacturing environment including electrical, electronic, pneumatic and hydraulic systems repair.
- 2-3 years supervisory experience supervising a team of 3-5 employees.



#### **DESIRED EXPERIENCE**

- Experience with CMMS (Computerized Maintenance Management Software)
- Familiarity with industrial electrical systems including 3 phase 208vac and 480vac (non-electrician)
- Work experience in a food processing environment that submitted to third party GMP audits
- Reading industrial schematics and wiring diagrams
- Developing and documenting standard operating procedures.

#### **OTHER SKILLS AND ABILITIES**

- Experience with Variable frequency drives
- Experience with PLC control systems
- Detail oriented
- Level headed and Flexible

#### **LANGUAGE SKILLS**

English proficiency: ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. The candidate is required to have the ability to write reports, business correspondence, and procedure manuals. The candidate should have the ability to effectively present information and respond to questions from groups of managers, vendors and customers.

#### **MATHEMATICAL SKILLS**

The candidate is required to have the ability to work with mathematical concepts such as probability, statistical inference, and the fundamentals of plane and solid geometry. The candidate needs to have the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### **PHYSICAL DEMANDS OF THE JOB**