

Maintenance Supervisor

Reports to: Manufacturing Manager

Department: Maintenance

Division: Midstate Machine – Maine

Accountability

The Maintenance Supervisor position contributes to the growth and profitability of Midstate Machine, by supervising and coordinating activities of maintenance staff to ensure production equipment is properly maintained and operational. In addition, the position is also responsible for maintaining all company facilities such as: buildings, electrical, plumbing, structural, vehicles, heating/cooling equipment, etc.

Organizational Relationship

The position of Maintenance Supervisor reports directly to the Manufacturing Manager, receiving advice, counsel and direction relative to supervising employees and maintaining machinery and facilities in good repair. In addition, this position provides recommendations and advice on maintaining and repairing plant assets to the Manufacturing Manager. This position works closely with other members of the organization to provide assistance in meeting operational needs of the business.

Duties and Responsibilities

1. Responsible for planning and coordinating the activities of maintenance employees, involved in installing, maintaining and repairing machinery, utility systems of the plant, buildings, vehicles and/or grounds.
2. Utilizes knowledge of equipment, systems and maintenance staff to assign only qualified staff to investigate and repair various problems. Supervises and coordinates activities of assigned technicians by providing needed information, direction to resolve issues, adherence to procedures and/or direction on safe work practices and techniques.
3. Responsible for implementing operating methods and procedures designed to improve efficiency, eliminate operational problems, reduce costs and improve quality.
4. Administers electronic work order system ensuring proper records are being maintained of preventive maintenance and normal breakdowns.



5. Develops, trains, and involves employees in maintaining and improving departmental efficiency, productivity, quality and teamwork.
6. Ensures that department members observe good housekeeping practices keeping the equipment and work area clean and well organized to support efficient operation.
7. Promotes positive morale within his/her department by working with each employee to immediately resolve issues, providing timely feedback on employee performance, and by treating department members with respect and fairness. Conducts formal performance appraisals and recommends pay increases, transfers and promotions in accordance with company policy and procedures.
8. Administers a system to ensure an adequate supply of spare parts will be maintained for all equipment and systems in accordance with accepted practices.
9. Assist the Manufacturing Manager and Human Resources in the evaluation, interviewing and hiring of new department staff.
10. Maintain a professional and personable relationship with superior's peers and subordinates being responsive to their needs, as well as those of the company.
11. Performs other duties or functions as requested by the Manager of Manufacturing or other authorized Midstate Machine personnel.

Principal Accountabilities

1. To ensure that production equipment is maintained and operational at all times, allowing for the safe, cost effective manufacturing of components and services to meet customer specifications.
2. To ensure that facilities are kept in good repair and safety hazards are promptly attended to.
3. To ensure the development of technical competence within the assigned staff to maximize department efficiency and quality of services provided.
4. To ensure staff involvement and commitment to meeting the needs of the department and company.
5. Is responsible for supervision of direct report(s) in accordance with company policies. Setting expectations, coaching, counseling, providing feedback, career development including establishing employee goals and conducting ongoing performance and status



evaluations, as well as, using appropriate disciplinary action procedures per company guidelines when necessary.

6. Additional responsibilities include conducting interviews, participating in hiring/termination decisions, new employee orientations, investigations, etc.
7. To ensure profitable growth by improving the cost effectiveness of the maintenance department.