



JOB DESCRIPTION

Job Title: Maintenance and Facility Supervisor **Revised Date:** 10/5/2020
Exemption Status: Exempt **Department:** Facilities

Job Specifications:

EDUCATION	2-year degree in an industrial engineering program or equivalent experience preferred
JOB RELATED EXPERIENCE	6+ years
SUPERVISION GIVEN	4 F.T.E.
SUPERVISION RECEIVED	Engineering, Quality and Facilities Manager

Job Summary: The Maintenance and Facility Supervisor is responsible for leading and coordinating all activities related to the installation, maintenance, repair and evaluation of manufacturing processes and equipment within the facility. In addition, any expansion or upgrades to the campus are the supervisor responsibility to lead.

Job Duties and Responsibilities include the following:

1. Create and implement preventive maintenance plans schedule and lead maintenance tasks.
2. Supervise and assist maintenance staff in day-to-day tasks.
3. Assist in the troubleshooting and repair of complex CNC controlled manufacturing equipment.
4. Manage installation of new equipment and production lines.
5. Prepare maintenance budgets.
6. General knowledge of CNC, production, and programming equipment.
7. Lead assembly and installation of equipment for assisting in production including lifting devices, pallets and trays, and storage devices within the facility.
8. Continuously optimize production flow and efficiency throughout the facility.
9. Manage construction, and implement expansion projects.
10. Confer with management, design engineers and sales staff regarding manufacturing capabilities and other considerations to facilitate production processes.
11. Prepare and maintain detailed guidelines to document equipment capabilities.
12. Provide leadership, role model participation necessary to facilitate continuous process improvement.
13. Oversee buildings grounds, maintenance, yard, and plowing

Other duties may be assigned that pertain to the classification.

Qualifications:

To perform this job successfully, an individual must be able to carry out each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge & Experience:

- Minimum of 6 years' experience leading a maintenance department in a high tech. manufacturing facility
- General knowledge of troubleshooting and repair of complex CNC controlled manufacturing equipment
- Capable of working with peers and associates both inside and outside the company in a proactive and constructive manner
- Microsoft Office knowledge and experience
- Capable of creating and organizing detailed schedules, instructions and records involved in repairs and preventive maintenance
- Quality orientation and high attention to detail
- Excellent interpersonal and communication skills
- Ability to perform problem analysis and problem resolution
- Maintaining up-to-date working knowledge of the industry products and services

Physical Demands:

Occasional lifting, or with other means for movement of boxes and material. Infrequent lifting of 50+ lbs. Frequent bending, stooping, squatting, twisting, pushing and pulling of parts and containers, walking and standing for 8 hours a day. Must have communicable range of hearing and sight with or without the use of aids. Requires exposure to a typical manufacturing area where temperature is affected by outside temperatures and machining.