

## Job Description

**Job Title:** Maintenance Supervisor

**Department:** Maintenance

**Reports To:** Facilities Manager

**Grade:** 9

**Status:** Non Exempt

**Position:** 420A

**Description:** Assist facilities and engineering departments to replace or repair manufacturing equipment and tooling as needed; provide the building and the surroundings with maintenance as needed. **Lead the Maintenance team on different projects and daily tasks.**

### **Essential Duties/Responsibilities:**

- Repair and maintain facility and production equipment following manufacturers specifications
- Interpret hydraulic and electrical blueprints
- Use hand tools, power tools and precision measuring instruments to service and/or maintain equipment
- Inspect and measure parts to detect wear on equipment
- Use gas, electrical, brazing, soldering and welding equipment
- Learn program for computer controlled robot to modify or repair
- Set up and operate lathe, drill press, grinder and other metalworking tools to make and repair parts
- Work as part of a team in performing various maintenance projects
- Assist engineer to modify sketches or designs of facility equipment components
- Test facility equipment performance, clean and lubricated parts
- Install facility equipment according to specifications
- Troubleshoot electrical, hydraulic and mechanical equipment
- Demonstrate knowledge of OSHA 29 CFR 1910, Subpart S-Electrical

### **Education/Experience Required:**

- Ability to communicate in English, verbally and written
- High School Diploma or equivalent
- Some knowledge of ISO 9000 and total quality systems
- 3+ years experience or trade school knowledge of HVAC or electrical work
- Must be able to read blueprints

**Education/Experience Preferred:**

- Associates Degree from an accredited college or comparable on the job experience
- 10 or more total years experience in a similar manufacturing / fabrication operation with three or more of those years in a Quality Assurance position
- Knowledge of ANSI Y14 drawing standards (true position tolerance)
- Must have math skills, ability to interpret job related instruction in written, oral schematic or schedule form. Must have ability to solve practical problems

**Qualifications:**

- Minimum 5 years electrical, mechanical and fabrication maintenance experience.
- Minimum 5 years experience with power tools and measurement instruments in the performance of various electrical and mechanical repairs, troubleshooting and fabrication tasks.
- Knowledge of NEC and NFPA-70 standards and ability to read electrical and mechanical prints and technical documentation.
- MIG and TIG welding of various metals and alloys.

**Physical Demands:**

- Must be able to speak and hear. Must be able to communicate, read and write in English. Must be able to communicate effectively with immediate supervisor. Must be able to work in a methodical manner. Required to bend, climb ladders, stand or kneel for extended periods of time and reach. Must have ability to lift up to 50 lbs. Normal mental and visual attention along with manual coordination.

**Work Environment:**

- Good working conditions. Some exposure to elements such as odor, noises, dust, heat, cold or chemicals. Some elements present, which make conditions less desirable than usually found in the office. Some heavy lifting, standing, reaching.

**PPE:**

- Capable of wearing and inspecting all Personal Protective Equipment for all job assignments or Hazmat clean-ups.
- Respirator, Tyvek suits, Hard Hat, Gloves, Protective Eyewear, Safety Shoes, assigned Uniform, NFPA-70E equipment.

**Reasoning Ability:**

- Ability to comprehend job related instruction in written, oral, or schedule form in English.
- Exhibit problem solving aptitude in the repair and troubleshooting of all facility machinery and support equipment. Fabrication of repair parts from prints utilizing machining and welding equipment.

**Manager** may assign other job-related duties that are not defined here. Increased independence and proficiency are expected as they learn the job described.

All employees are reviewed annually by **Manager** to determine what training needs to be updated.