

POSITION DATA					
JOB TITLE:	Maintenance Supervisor	LOCATION:	Bergen	SALARY:	\$65,000 to \$79,000
DEPARTMENT:	Maintenance	REPORTS TO:	Operations Manager	SUPERVISES:	Maintenance Employees
JOB SUMMARY					
<p>Manage the daily activities of the maintenance department and all related tasks and functions in conjunction with overseeing the maintenance staff that includes general mechanics, electricians and seasonal mechanics when on-site.</p> <p><i>Nortera is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> ▪ Supervises and coordinates daily activities of all maintenance mechanics, maintenance group leaders and electricians including establishing work schedules that support production activities that provide for timely repair and maintenance of facility buildings, grounds and equipment to established safety and health standards. ▪ Maintain inter department communications in regards to status of work orders and projects. ▪ Design, coordinate and optimize plant preventative maintenance programs through use of the computerized maintenance management system (EAM). Maintain updates and developments within the EAM system and training all maintenance personnel on said updates. ▪ Complete audits within EAM to ensure timely completion of orders. ▪ Supervise the completion of work orders created for audits, housekeeping and food safety. ▪ Work closely with production in managing timely equipment repair and maintenance. ▪ Provide cross support to other departments (Refrigeration, Operations, Waste Water etc.) when the need arises. ▪ Ensure adherence to company policies, procedures, safety standards, facility rules/regulations and safety compliance. ▪ Ensures all equipment and systems are operated within applicable Federal, State and local laws. ▪ Work with Management, Health & Safety Administrator and Human Resources Representative in the investigation of all work related injuries and illnesses and the preparation and submission of the supervisor's investigation report for all injuries/illnesses that involve personnel from the maintenance department. ▪ Participate in DuPont STOP program and be an active participant of an environment that promotes zero accidents and an overall safety awareness culture. ▪ Inspection of work that is being performed to ensure that standards of workmanship and safety are maintained . ▪ Assist with efficiency, safety, and/or cost reduction associated with the maintenance department. ▪ Assist with overall electrical and mechanical equipment layouts and the modification of all facilities within the building and grounds. ▪ Establish accountability and the annual performance goals for direct reports and review with the Operations Manager. ▪ Help to maintain the highest quality of finished product and is a member of the facility HACCP team to help maintain sanitary equipment design and food safety standards. ▪ Adhere to all company Good Manufacturing Practices (GMP's). 					

<ul style="list-style-type: none"> Perform other duties as assigned. 			
QUALIFICATIONS			
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> Strong leadership, communication and problem solving skills Strong teamwork based management skills Strong self-motivational skills Ability to work and communicate effectively in a team environment Ability to reprioritize as issues arise Knowledge of OSHA and EPA regulations Knowledge of Microsoft Office Knowledge of Parts Inventory Systems and Work Order Systems Must be flexible to support business needs that includes weekends and other off shifts Responsible for the health & safety management system to achieve established goal Provide a safe, efficient environment for all employees. Demonstrate a personal commitment to safety, and set a proper example at all times. Enforce and implement policies to establish a culture of health and safety 		
PHYSICAL DEMANDS	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> Frequent standing, sitting, walking, hand/eye coordination, finger/wrist dexterity Occasional climbing, crawling, bending, stooping, kneeling, crouching, twisting/turning, reaching, driving, lifting up to 50lbs. Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus. <p>Appropriate work intensity level: Light-Medium</p>		
WORK ENVIRONMENT	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> Noisy conditions Dusty conditions Hot or humid conditions Wet conditions Exposure to extreme/seasonal temperatures Exposure to chemicals or solvents Work near moving mechanical parts 		
EXPERIENCE	<p>Two (2) to Three (3) years' experience in a supervisory role and previous experience in a technical maintenance field preferred</p>		
EDUCATION	<p>Associates Degree preferred, or equivalent work experience and High School Diploma</p>		
APPROVALS			
REVIEWED BY:		DATE:	
APPROVED BY:		DATE:	
HUMAN RESOURCES:		DATE:	

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for

both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.