

POSITION DATA					
JOB TITLE:	Maintenance Supervisor	SUPERVISES:	Maintenance Mechanics/Electricians	LOCATION:	Fairwater
DEPARTMENT:	Repair Shop	REPORTS TO:	Operations Manager	FLSA STATUS:	Exempt
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 Foods Inc. 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 and maintenance group leaders 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 and regulations and safety compliance. ● Ensures all equipment and systems are operated within applicable Federal, State and local laws. ● Develop maintenance budget and monthly forecast, follow and explain variations budget vs. actual. ● Ensure spare parts inventory is properly managed (lead time, critical parts list, downtime frequency) to reduce the maintenance expenses and at the same time reducing the risk of any downtime due to a lack of parts availability. ● Ensure periodic inspections and efficiency checklists are implemented and maintained. ● Develop and maintain employee vacation schedules according to company rules and timing and business needs. ● Work with Engineering, Production, Operations Manager and Plant Manager to identify and implement any equipment and process modification that leads to continuous improvement. ● Ensure correct communication flow between production and maintenance to guarantee the best equipment performance and minimize downtime. ● Ensure protective guards and equipment are used and installed. ● Ensure that everyone obeys warning tags and signs when working on equipment. ● Ensure that maintenance employees follow work permit policies such as lockout tagout, confined space, high works, hot work, etc. ● Ensure that all maintenance activities are associated with a work order and pre-work safety checklist. ● Ensure that proper and legible records of maintenance logs such as work orders, and PM plan are maintained accurately. ● Facilitate communication to gather any ideas or equipment modification that will help lower production costs. ● Ensure that the preventative maintenance schedule is implemented, maintained, and efficiently / effectively managed. ● Support onboarding and training of new employees as needed. ● Develop and improve the maintenance management system that includes visual instruction, policies, checklists, etc. ● Responsible for the health & safety management system to achieve established goals and 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 ● Perform other duties as assigned. ● Support onboarding and training of new employees as needed 					

QUALIFICATIONS	
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> ● Ability to read and write English. ● Must possess demonstrated leadership and process knowledge. ● Must be able to lead and direct a team. ● Must be willing to learn new tasks. ● Must be dependable, reliable, trustworthy ● Must be able to work independently with minimal supervision or as part of a team. ● Strong communication and organizational skills. ● Must be flexible to support business needs that includes nights, weekends and other off shifts
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"> ▪ Frequently required to walk, talk, and/or hear ▪ Standing ▪ Using hands and/or fingers to handle or feel ▪ Reaching with hands, arms, bending, stoop, kneel or crawl ▪ Lifting and moving up to 50lbs.
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	Two (2) to Three (3) years' experience in a supervisory role and previous experience in a technical maintenance field preferred
EDUCATION	Associates Degree preferred, or equivalent work experience and High School Diploma

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 Foods Inc. 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.