

Maintenance Supervisor

Summary

Supervises and coordinates activities of workers engaged in maintaining and repairing machines; and the physical structures of buildings and grounds by performing the following duties.

Essential Duties and Responsibilities

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

- Perform advanced troubleshooting of mechanical/electrical issues and repair of CNC machines.
- Perform general and preventative maintenance on production machinery.
- Maintain tracking of all maintenance activities, machine downtime, repair hours, and repair costs using a database. Provide related routine reports to management.
- Repair/modify production machinery. Fabricate machinery components and replacement parts. Build, repair and install machine guards. Initiate purchase requests to have repair parts ordered.
- Replacement of spindles, ball screws, bearing, linear guideways, hydraulics, pneumatics and alignments.
- Diagnosing alarms, troubleshooting ladder or other logic, backup or loading of software, control networking to computer, replacing motors, drivers, encoders, scales, solenoid vales, relay fuses and pumps.
- Maintain catalogues, parts lists, operating manuals, names of contact persons, telephone numbers, for plant equipment in files.
- Directs workers engaged in ground maintenance activities, such as mowing lawns, trimming hedges, removing weeds, and raking and disposing of leaves and refuse.
- Directs workers engaged in the general cleaning and upkeep of buildings, including buffing, dusting, sweeping, mopping, vacuuming, and washing windows.
- Interprets company policies to workers and enforces safety regulations.
- Establishes or adjusts work procedures to meet production schedules.
- Confers with other supervisors to coordinate activities of individual departments.
- Performs activities of workers supervised.
- Know and understand the plant safety regulations. Employ proper lifting techniques and other ergonomic principles.
- Know and understand the relevant sections of ST's ISO Quality Management System and how they apply to this job.
- Understand continual improvement principles and their application.
- Performs any other duties assigned by management.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Individuals must determine work priorities and schedule repair, maintenance, and installation of machines, tools, and equipment. 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.

- Ability to work in a team-centered atmosphere and select and train new employees.
- Ability to effectively coach, monitor, and discipline employees.
- Ability to initiate, coordinate, and enforce operational and personnel policies and procedures.

Education and/or Experience

Five years prior experience required in installation, maintenance, and the repair of machines and equipment. Two- year Associate Degree in machine maintenance and repair or equivalent experience.