



Supervisor of Maintenance

Date:	February 28, 2018	Job Family:	Technical/Production
Department:	Manufacturing	Job Group:	Technical
Reports to:	Director of Operations	OT Status:	Non-Exempt

Job Summary

The Supervisor of Maintenance will lead the site Maintenance function in providing reactive and preventative maintenance on all operational/support equipment and facilities infrastructure. The Supervisor is responsible for effectively planning scheduled maintenance and overseeing quality and timely completion of assigned work. The Supervisor of Maintenance is responsible for increasing site operational effectiveness through continuous improvement and downtime reduction initiatives by effectively managing/implementing improvement plans, and ensuring that Health, Safety and Environmental requirements are adhered to.

Essential Functions

The primary duties and responsibilities of the Supervisor of Maintenance consist of but are not limited to:

- Supervise and give direction to employees in the maintenance department while overseeing facilities and equipment maintenance
- Lead by example, coach, mentor and support employees
- Development of employee's knowledge and skills through performance management, timely performance feedback, and the formal performance review process
- Partner with Human Resources in the hiring process for maintenance employees
- Review and analyze maintenance activities daily, to ensure departmental goals and objectives are met
- Plan, direct, and coordinate facility resources to support company goals, objectives and
- Create and maintain business processes and records to ensure all UMC resources are maintained for maximum service life
- Participate actively in standardization of processes, cost reduction, and continuous improvement in collaboration with other functional teams
- Exhibit a working knowledge of health and safety, responsible for safety awareness, while upholding and improving the culture of safety within the organization. Identify opportunities for improvement and take action if appropriate, before a problem occurs. Report potential hazards, unsafe working conditions, unsafe equipment, unsafe acts, and injuries immediately
- Other tasks as assigned

Qualifications

- High School Diploma or equivalent
- Two-year Technical degree preferred
- 4-6 years' experience in a manufacturing environment preferred
- 1-2 years of leadership experience with teams of 10 employees or greater preferred

- 4-6 years' experience with precision CNC manufacturing equipment, materials, processes and systems in versatile manufacturing environment specific to operation/maintenance management
- Experience in automation controls and/or robotics is a plus

Accountabilities

- Ensure compliance with company standards
- Provide positive, effective, and professional communication, coaching, training and development opportunities for maintenance staff
- Maintain safe working conditions, lead and promote safety
- Ensure and promote effective 5S and good housekeeping standards are being met throughout the shop floor
- Ensure the highest possible throughput performance, along with required quality standards are achieved and individuals are held accountable
- Identifies, develops and implements business processes in the areas of machine maintenance
- Monitor and ensure compliance with total productive maintenance (TPM) by the manufacturing team to decrease machine down time and meet customer delivery schedules

Authorities

The maintenance supervisor has decision-making authority regarding manufacturing including:

- Supervise and provide direction to maintenance staff
 - Executes daily scheduling (individuals to machines)
 - Partner with HR and Production Management to administer performance management activities if necessary
 - Plan, schedule and authorize PTO
- Seek approvals for maintenance expenditures (maintenance, tooling, equipment, hand tools, etc.)

Competencies

- Identifies and analyzes problems; distinguishes between relevant and irrelevant information to make logical decisions; provides solutions to individual and organizational problems
- Able to make effective and timely decisions
- Demonstrated leadership and planning skills
- Ability to analyze production data/reports to assess impact on throughput, efficiencies and other KPIs
- Demonstrated experience in effective delegation; development of staff
- Ability to drive improvement through implementation of the Lean principles and techniques
- Strong technical understanding of machining and finishing processes
- Strong business acumen
- Demonstrated capacity for timely, effective, proactive, and professional communication that commands respect and inspires others. Exceptional listener and communicator who effectively conveys information proactively, both written and verbal
- Proficient in use of computers and technology commensurate with job requirements
- Ability to prioritize work effectively
- Ability to work on multiple projects while maintaining a high level of accuracy
- Use of metrics to support organizational objectives and goals

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