



JOB DESCRIPTION

Job Title: Maintenance Supervisor

Facility: Brooklyn Park

Department: Manufacturing Support

Reports to: Manager of Purchasing & Manufacturing Support

SUMMARY

Schedules, directs, and controls all routine, preventative, and emergency maintenance programs by establishing workload and priorities and scheduling and coordinating manpower, equipment, and materials. Direct supervision is exercised over work of maintenance and janitorial workers. Plans, organizes, and provides supervision and oversight for setting up, installing, repairing, and maintaining machinery, equipment and building maintenance operations for both ENPOINTE campuses.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Supervise and/or perform the maintenance and upkeep of buildings, grounds, and equipment.
- Supervises maintenance staff by determining workloads and schedules; evaluates staff and makes hiring and termination recommendations to Director of Purchasing & Manufacturing Support.
- Trains employees on equipment operation, new material installations, and proper procedures; ensures staff is trained in complex maintenance activities and is following standard operating procedures.
- Monitors and participates in inspecting projects, developing, and implementing modifications and improvements, recommending and scheduling for contracts, negotiating prices and inspecting contractor's work to ensure that safe work practices and standard operating procedures are followed.
- Coordinates or inspects, operates, and maintains the heating, cooling, and ventilations systems.
- Serves as a member of the safety committee.
- Responds to maintenance emergencies for both campuses.
- Understand your role in the companies Quality Management System regarding ISO.

QUALIFICATIONS

- High school diploma or equivalent.
- Possession of a current and valid driver's license.
- Two years' experience in general maintenance or other maintenance responsibilities that would include the ability to recognize electrical, plumbing, and mechanical malfunctions or equipment failures.
- Ability to effectively communicate and interact with co-workers, managers, and subordinates to exchange information and to give and receive work direction.
- 2-4 years of experience in a manufacturing environment with prior supervisory experience.
- Thorough knowledge and understanding of OSHA standards in a manufacturing environment.
- Must possess strength, stamina, and mobility to perform heavy, physical work out of doors in all weather conditions and with exposure to potentially hazardous conditions.
- Ability to use hand and power tools.

PHYSICAL REQUIREMENTS:

- Frequent lifting 20lbs, walking and standing.
- Occasional lifting 50+lbs, pulling, pushing, bending, reaching, kneeling, stooping, working on a computer, climbing ladders or stairs and operating mechanical equipment and motor vehicles.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)