

# G.R. Manufacturing, Inc.

## Job Description

**Position Title –**

***Maintenance Supervisor***

**Department –**

*Manufacturing*

**Reports To –**

*Production Department Manager*

**Overall Responsibility –**

*Supervises and coordinates activities of maintenance personnel engaged in maintaining and repairing equipment, structures, utility systems, buildings and grounds.*

**Key Tasks and Responsibilities –**

*Develop and maintain maintenance program for facility and equipment  
Requisition tools, equipment and supplies as needed to support the maintenance function  
Develop work schedules and make daily work assignments for maintenance technicians  
Direct and assist maintenance technicians as needed in performing maintenance and repairs to equipment, vehicles, buildings and grounds  
Analyze and resolve work problems or assist technicians in solving problems  
Inspect work done by maintenance technicians as needed  
Communicate equipment status to Production Manager as needed during repairs  
Maintain records as required by applicable law and equipment manufacturers concerning safety, routine maintenance and repairs  
Maintain time system and attendance records correctly and in a timely manner  
Enforce policies as outlined in the G.R. Manufacturing, Inc. Employee Handbook*

**Skills and Attributes –**

*Strong mechanical aptitude with problem solving skills  
Ability to read wiring schematics and diagrams to troubleshoot electrical problems  
Knowledge of HVAC systems and ability to troubleshoot system problems  
Ability to guide and motivate employees to achieve goals  
Ability to coordinate with other supervisors and managers to achieve goals  
Ability to utilize various software systems in the normal course of business*

**Experience Requirements –**

*High School Diploma  
5 years' experience in maintenance field  
Previous supervisory or lead-man experience*