

HICKORY CHAIR®

JOB DESCRIPTION MAINTENANCE SUPERVISOR

Department: Facilities / Maintenance

Reports to: VP Supply Chain

FLSA: Exempt

ESSENTIAL FUNCTIONS

- Plans, organizes and supervises the facilities maintenance operations, including supervisory responsibilities for hiring and disciplinary actions.
- Coordinates, assigns, directs, daily, weekly, monthly, yearly schedules
- Establishes job priorities and time frames for Maintenance Staff
- Monitors completion of job assignments through frequent field observation and inspections to ensure compliance with standards and instruction and revises instructions and time frames as necessary.
- Responsible for training employees on equipment, task procedures, work standards and proper safety procedures.
- Schedules and Supervises maintenance activities within the facilities, including work performed by contractors or subcontractors within the system.
- Creates and develops documents related to maintenance and maintenance projects.
- Develops specifications and makes recommendations on capital equipment purchases
- Supervises minor maintenance and servicing of equipment and vehicles
- Determines need for outside contractors to be involved in projects
- Maintains appropriate documentation of maintenance schedules, equipment installations, structural repairs, work orders and other operating reports
- Manages maintenance budget including monitoring inventory and expenses
- Possesses an understanding of Wood /Gas-fired boilers.
- Maintain Facility to applicable EPA/OSHA standards.
- General knowledge of Electrical/HVAC/Plumbing
- Clear Understanding of Environmental/Safety Regulations.
- General knowledge and/or Certified in Pesticides and Fire Suppression systems
- Ability to work cooperatively, communicate effectively, and to maintain effective internal and external customer relations
- Computer skills a must- Notes, Excel, Maintenance work Order system, etc.
- Performs other related tasks and duties as assigned by Plant Manager.

SUPERVISORY RESPONSIBILITIES:

Manage maintenance staff, boiler tenders, outside contractors, contracted security guards, and contracted janitorial services.

QUALIFICATIONS

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.

Education and/or Experience

Associates/Bachelor Degree or Trade Licensing preferred. Minimum 5 -7 years of professional experience in Plant/Industrial Maintenance, Industrial Mechanical.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. May require the ability to write routine reports and correspondence. May require the ability to speak effectively before groups of customers or employees of organization.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

Proficiency in Notes/Email, Microsoft Office applications – particularly Excel. Candidates with prior SAP experience preferred

OTHER QUALIFICATIONS

This position requires excellent communication skills, and analytical and problem-solving skills. Must be able to multi-task and have good organizational skills.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Ability to Execute - Targets and achieves results, sets and accomplishes challenging goals, prioritizes and manages tasks effectively, maintains an organized system to monitor progress, overcomes obstacles, accepts accountability, sets standards and responsibilities, may provide leadership/motivation.

Commitment to Task - Meets commitments, works independently, accepts ownership of projects and outcomes, takes personal responsibility and sets objectives/standards, stays focused under pressure, meets attendance/punctuality requirements, shows a sense of urgency about getting results.

Communication - Clearly exchanges thoughts, ideas and messages through written, verbal and non-verbal methods that promote an understanding with the target audience. Creates accurate and punctual reports, delivers engaging presentations, shares information and ideas with others in a timely manner. Listens carefully and attentively.

Customer Focus - For both internal and external customers, builds customer confidence, is committed to increasing customer satisfaction, sets achievable customer expectations, assumes responsibility for solving customer problems, ensures commitments to customers are met in a timely manner, and solicits opinions and ideas from customers.

Diversity - Supports an inclusive workplace, incorporates different viewpoints and ideas to maximize performance and contributions of employees, develops strengths in team members, deals respectfully with colleagues, customers and vendors at all levels, understands his/her role in building and sustaining a culture of high performance.

Initiative - Tackles problems and takes independent action, seeks out new responsibilities, acts on opportunities, generates new ideas, practices self-development, demonstrates a bias for action without prompting.

Innovation - Generates new ideas, challenges the status quo, pursues ongoing improvements, supports change, encourages originality, solves problems creatively.

Quality - Is attentive to detail and accuracy, is committed to excellence, continuously looks for improvements, finds root cause of problems, owns/acts on problems, and seeks opportunities to increase effectiveness and efficiency.

Safety Mindset - Promotes a respect for safety, keeps workplace clean and safe, supports safety programs, policies/procedures, takes preventative and corrective action to address potential safety hazards and prevent future injuries, resists temptation to cut corners where safety is concerned, follows all safety related company policies and complies with location specific safety rules, drives safely on and off company property.

PHYSICAL DEMANDS / WORK ENVIRONMENT

The physical demands described in the Task Development Worksheet 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.

The work environment characteristics described in the Task Development Worksheet are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

See the Task Development Worksheet on the next page.

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Task Development Worksheet For: Maintenance Manager

(Position)

Essential Functions

Frequency and number of hours performed:

	Frequency		Number of hours each day									
	Continuous	Intermittent	<1	1	2	3	4	5	6	7	8	>8
Sit		X				X						
Walk		X				X						
Stand		X				X						
Bend		X	X									
Squat		X	X									
Climb		X	X									
Kneel		X	X									
Twist		X	X									

Hand/Arm/Foot Manipulation	Right Y/N	Left Y/N	Frequency
Grasping?	Y	Y	R
Pushing/Pulling?	Y	Y	R
Fine Manipulation?	Y	Y	R
Keying?	Y	Y	F
Reaching above shoulder level?	Y	Y	R
Reaching at or below shoulder level?	Y	Y	R
Repetitive foot use to operate controls?	Y	Y	N
Special visual or auditory requirements?	Y	Y	O

Lifting and Carrying Demands:

*N=Never, R=Rare (<1 hr.), O=occasionally (1-3 hrs.), F=frequently (4-6 hrs.), C=Continuous (>6 hrs.), I=Intermittently

Weight	Lift Frequency (N,R,O,F,C)*	Carry Frequency (N,R,O,F,C)*
<10 Lbs.	F	F
11-25 Lbs.	O	O
26-50 Lbs.	R	R
51-75 Lbs.	N	N
76-100 Lbs.	N	N
>100 Lbs.	N	N

Longest distance carried: 5-10 feet

Heaviest item carried and how far: 50 lbs. /5-10 feet

Other:	Y/N
Driving cars, trucks, fork lifts, moving equipment?	Y
Working near hazardous equipment and machinery?	Y
Walking on uneven ground?	Y
Exposure to dust, gas or fumes?	Y
Exposure to noise?	Y
Exposure to extremes in temperature or humidity?	Y
Working at heights?	Y