

TAIHO CORPORATION OF AMERICA
Job Description

Job Title: Maintenance Supervisor
Department: Maintenance
Reports To: Engineering Manager
FLSA Status: Exempt
Prepared Date: 4/22/2019
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SUMMARY

Responsible for timely and efficient completion of maintenance activities to obtain company objectives and goals. Provides a high level of technical assistance in the maintenance area. Works with minimum supervision. Position requires self-motivation and work planning. Must work with manufacturing personnel, Engineering, and other resource departments. Work is conducted in environment of management personnel and factory skilled personnel, with special emphasis on practicing Performance Management principles and techniques.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Responsible for daily maintenance of building and equipment.
- Exercise direct supervision over all maintenance personnel.
- On call for plant emergencies – 24 hours per day, 7 days per week.
- Responsible for the establishment and maintenance of the work order system so that activities are completed on a timely and cost-effective basis.
- Maintains compliance with company policies, safety standards, and quality objectives.
- Coordinates preventative maintenance program for plant equipment.
- Distribute orders to each maintenance personnel and follow up its progress.
- Communicate with all maintenance personnel in the shift meeting to share information.
- Analyze maintenance logs and plan kaizen action to reduce machine downtime and to prevent recurrence.
- Schedule & implement planned maintenance to keep equipment in good condition.
- Understand & maintain FMDS board to visualize and to track activities and present in the management review meeting.
- Responsible for tracking and stocking of critical replacement parts.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Trains, directs and works with employees so as to create a positive working environment conducive with Company policies and procedures. Manages proper use of equipment along with good housekeeping to ensure the health and safety of employees.

QUALIFICATIONS

Ability to determine cause, extent, and duration of repairs for equipment breakdowns. Working knowledge of machines, materials, and auxiliary equipment.
Strong analytical and problem-solving skills. Effective interpersonal skills in a team environment.
Ability to work under minimal supervision and manage subordinates efficiently.

EDUCATION and/or EXPERIENCE

High School diploma. Five (5) years manufacturing experience preferred. Five (5) years maintenance experience. Supervision experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Familiar with ladder logic, able to learn /know basic electrical and pneumatic symbols.

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Basic math skills a must also.

REASONING ABILITY

Ability to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Computer literate, proficient in Microsoft office applications, familiar with internet, and able to use hand held programmers.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include color vision, and depth perception. Able to climb and work above 10 feet, balance while working off of ladder.

WORK ENVIRONMENT

The work environment characteristics described here 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.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and risk of electrical shock. The employee is exposed to fumes or airborne particles. Work in close quarters and confined spaces. Able to work in extreme temperatures, may be required to work outside.