
Manufacturing Maintenance Solutions

Site Supervisor

Summary:

This individual will be responsible for directing and supervising the daily activities on the shop floor of a factory maintenance team. They will provide the team with leadership and total support to ensure the highest level of customer service and satisfaction.

Responsibilities will include:

- Accounting for expenses (such as labor, overtime, material consumption) of the assigned site, approving all overtime, and holding premium time within budget in both hours and dollars
- Conducting daily, weekly, and one-on-one meetings with site team
- Supporting customer meetings with site or area manager and accepting action items from meetings and resolving the issues
- Maintaining regular interaction with site or area manager, sales, support operations, and customer where required
- Preparing on-site team's performance evaluations, working with individuals on career planning, training, and skills development
- Maintaining ongoing one-on-one communication with team members
- Maintaining the site's performance measurements, removing barriers, and addressing issues in order to provide continuous improvement
- Working with sales to develop opportunities for increasing sales at the site
- Developing and maintaining business relationships with all customer business units
- Procuring parts for all scheduled and unscheduled projects and repairs
- Contacting suppliers to obtain quotes for parts for all scheduled and unscheduled projects and repairs
- Kitting parts for scheduled and unscheduled projects and repairs
- Assist site personnel with job troubleshooting when required
- Work with operations personnel to understand work order job descriptions when required
- Assist site personnel with root cause discovery
- Assist site personnel with preventive maintenance optimization
- Assist site personnel with cost reductions

Physical Demands and Working Conditions:

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel reach with hands and arms climb or balance stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move more than 50 pounds. The employee is regularly required to use close vision and color vision. The employee is occasionally exposed to outside weather conditions and risk of electrical shock. Work is typically performed in a factory environment and is usually very loud. In the factory environment, the employee may be exposed to hazardous materials and/or greasy or slippery factory floors.

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Qualifications:

- Three years of operations / maintenance experience
- 3 years of supervisory experience
- Associate degree or equivalent from a two-year college – desired

Compensation/Hours:

- This position is an exempt position and hours will flex as business requires
- Starting salary up to \$93,600 per year. Starting wage offer will be based on candidate's experience, knowledge, skills and abilities

Benefit Summary:

- Employee Stock Ownership Plan (ESOP)
- Two Weeks Paid Vacation (accrual begins after 30 days of employment)
- Ten Paid Holidays
- Medical/Dental/Vision/Life/Disability Insurance
- 401K