



<b>JOB DESCRIPTION</b>	
<b>Job Title:</b> Maintenance Supervisor	
<b>Employment Status:</b> Full Time	<b>FLSA Status:</b> Exempt – Bonus Eligible
<b>Department:</b> Maintenance	<b>Position Reports To:</b> Maintenance Manager
<b>Pay Grade:</b> Exempt	
<b>Supervisory Responsibility:</b> Both exempt and non-exempt employees report to this position	
<b>Location:</b> South Coffeyville	
<p><b>Job Summary</b> Responsible for management of the maintenance department to ensure maximum utilization of maintenance employees to keep the plant running efficiently and minimizing equipment downtime and facility issues.</p>	
<p><b>Principal Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>➤ Direct, maintain and enforce the safety program for the maintenance department; review safety records to uphold standards of maximum safety for all employees.</li> <li>➤ Responsible for maintaining the safe operation of all equipment and building infrastructure.</li> <li>➤ Responsible for ensuring equipment is maintained to comply with all environmental and health and safety requirements of the city, county, state and federal.</li> <li>➤ Responsible for the management, supervision, and development of the maintenance department</li> <li>➤ Conduct employee performance reviews based on job descriptions to determine competency, knowledge and contribution of the maintenance technicians.</li> <li>➤ Assist in the hiring of maintenance personnel.</li> <li>➤ Assist with planning and implementing plant improvements and expansions.</li> <li>➤ Track, analyze and improve key maintenance performances indices including asset utilization, up time, PM compliance, etc.</li> <li>➤ Prepare reports, analyze data and make recommendations for improving plant operations and solving maintenance-related problems.</li> <li>➤ Maintain and develop operational, LO/TO and training manuals and procedures; ensure that all maintenance technicians are trained on the most current version of all operational and LO/TO policies and procedures.</li> <li>➤ Participate in training and development programs including all areas of environmental, health and safety issues, especially those dealing with proper handling of hazardous materials and hazardous waste.</li> <li>➤ Review the operation of plant equipment and systems constantly to minimize unplanned downtime, anticipate problems, and identify opportunities for improvement.</li> <li>➤ Responsible for ensuring preventive maintenance work orders are done on a timely basis and all PM’s are returned to be entered into the Odyssey system</li> <li>➤ Engage departments to follow health and safety practices as they apply to department and the facility to drive a strong safety culture continuously reducing injury rates.</li> <li>➤ Ability to assist with problem solving and troubleshooting to minimize downtime and increase uptime.</li> <li>➤ Responsible for the proper handling of hazardous waste oil and bag house dust</li> <li>➤ Perform any and all other job-related tasks as assigned.</li> </ul>	
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>➤ Bachelor’s degree preferred or equivalent combination of education and professional experience.</li> <li>➤ 5+ years’ experience in Equipment Installation and Maintenance Management in an Industrial Manufacturing Facility</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>➤ Knowledge of foundry processes and equipment is a plus but not mandatory.</li> <li>➤ Advanced Knowledge of mechanical and electrical equipment and processes</li> <li>➤ Fundamental understanding of processes and equipment related to the metal casting industry including melt, mold, clean and core making.</li> <li>➤ Requires expert knowledge of wiring practices of all industrial voltage, phases, amperage, conditions, and applications.</li> </ul>	



**FOUNDRY**

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#### **Safety Requirements**

- Observes Safety and Environmental procedures by the Company collective and individual.
- Manages the indication of the Manual and Environmental and Safety procedures for the area and foundry.
- Manages the indication of the Manual and Quality Management System for the area and foundry.
- Responsibility for confidentiality of the acquired information.

#### **Other Requirements**

- Lifting materials and product up to 50lbs.
- Standing
- Bending
- Twisting