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# Example of Maintenance Supervisor Job Description

Our company is hiring for a maintenance supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for maintenance supervisor

* Oversees the delivery of services that support the physical workplace
* Manages building maintenance technician(s), maintenance assistant(s), and administrative support
* Oversee the maintenance of all business critical records, documents and blueprints for maintenance assets all associated documentation relating to all production equipment and ancillary systems
* Provide maintenance employees with guidance, direction and supervision in support of departmental operations
* Execute planned and scheduled maintenance operations within assigned area of responsibility
* Actively promote all company policies and expectations, especially in support of safety plans and results
* Maintain a positive work environment by regularly communicating with employees on the shop floor and responding to employee issues and concerns in a timely manner
* Maintain well-organized and productive work areas
* Efficient utilization of the MMS (Maintenance Management System)
* Supervise day to day functions of crew members to ensure accuracy and completeness of assigned work activities

## Qualifications for maintenance supervisor

* At least 3 years of supervision / management experience
* Able to sustain high pressure work environment & be able to work off office hours
* Minimum 5 years maintenance experience as craftsperson required
* Bachelor’s Degree in Engineering or related Technical field or a minimum of 5 years of related experiences and/or training
* Must have the knowledge of good manufacturing practices, and food processing equipment
* 4 year Bachelor degree in Engineering required