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# Example of Maintenance Supervisor Job Description

Our innovative and growing 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

* Provide continual leadership and guidance to Maintenance Department personnel for the purpose of increasing their effectiveness and establishing good working relationships
* Promote plant safety and environmental programs and procedures that are in compliance with Corporate and regulatory requirements
* Conduct routine inspections of the facility grounds and structures to identify and initiate corrective action for safety and environmental discrepancies, physical and systems discrepancies
* Schedule and supervise work assignments on production equipment during plant shutdowns
* Track, analyze and take corrective action to prevent equipment down time
* Facilitate training of Maintenance Department and Plant personnel in the operation, safety and maintenance of equipment, as required
* Assist in the development and implementation of maintenance systems policies and procedures
* Provide technical assistance to production related activities, such as plant trials
* Keep management informed of the status of maintenance issues impacting production and product deployment
* Be available as necessary to service as the key contact for maintenance related issues that may arise outside of standard business hours

## Qualifications for maintenance supervisor

* Drives the team towards optimizing solutions relating to specific issues
* Working knowledge of technical processes and procedures in a maintenance environment, along with working knowledge of construction processes
* Must have advanced knowledge of PLCs and ladder logic
* Experience required with sortation and conveyor systems
* Some experience with troubleshooting and repair of powered lift equipment preferred
* Must have the ability to supervise employees in a multi-channel environment