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# Example of Supervisor, Maintenance Job Description

Our company is hiring for a supervisor, maintenance. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for supervisor, maintenance

* Communication/Reporting
* Conducts meetings at the beginning/end of each shift to update incoming maintenance personnel on status of break downs, repairs, and troubleshooting done during the previous shift
* Communicates production and quality assurance equipment break downs and estimated time needed to complete repairs
* Ensures the buildings and equipment are maintained in a safe, clean and orderly condition in accordance with health and fire regulations
* Maintains maintenance inventory records and files
* Prepares reports and monitors maintenance schedules to assure tasks are performed in a timely manner
* Repairs and treats structures such as floors, showers, sinks, walls, roofs, stairways, and carpets
* Troubleshoots, repairs and adjusts locks on doors, cabinets, desks and closets
* Repairs door hinges
* Installs fire extinguishers and maintains a service schedule

## Qualifications for supervisor, maintenance

* Knowledge of OSHA standards as they apply to General Industry
* Able to work alternate shifts as required by demand
* 2-3+ years supervisory experience, preferably in a distribution or manufacturing environment
* Must be able to perform the work associated with a Maintenance Technician
* Must be in good physical condition to perform the duties of the position
* Candidate needs to be self-motivated and able to prioritize work assignments