



Example of Facilities Supervisor Job Description

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Our company is looking for a facilities supervisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for facilities supervisor

- Coordinate shutdown activities and scheduling of PM/repair work
- Review Maintenance Paperwork
- Evaluate breakdown statistics and adjust maintenance plans to suit
- Increase overall equipment availability through reduction of breakdowns
- Optimize spare parts stocking program
- Assess staffing levels against maintenance requirements and production needs
- Coordinate breakdown repair activities and serve as customer point of contact
- Facilitate completion of change control documentation
- Assist in design and make recommendations for new construction, remodels and equipment upgrades
- Hands-on ability to isolate problems and identify root cause

Qualifications for facilities supervisor

- Good organisation skills and ability to work on own initiative
- A Strong outgoing personality
- Ability to communicate effectively by phone and in person with suppliers
- A minimum of a Bachelor's Degree in an Engineering Discipline or comparable technical discipline is required
- A P.E
- Knowledge in Personal Protective Equipment (PPE) and LOTO (lock/out-tag/out) protocol