



Job Posting

Job Title:	<i>Maintenance Supervisor</i>
Reports To:	<i>General Manager</i>

Job Purpose

The Maintenance Supervisor is responsible for ensuring mill operations run in a steady and efficient manner. His/Her purpose is to ensure necessary mechanical repairs and maintenance within the facilities are carried out in a safe and efficient manner. The Maintenance Supervisor is also responsible for supervising all Millwrights and employees/contractors involved in any mechanical maintenance or repairs.

Duties and Responsibilities

- Supervise Millwrights and employees/contractors that are performing mechanical repairs or maintenance
- Schedule jobs for Millwrights and contractors
- Provide day-to-day leadership for Millwrights or employees doing maintenance/repairs
- Repair or replace defective machinery parts
- Detect and troubleshoot irregularities and malfunctions in machinery
- Ensure product quality requirements are constantly being met
- Fabricate parts when required
- Be a friendly and fair mediator for any disputes or disagreements that take place
- Plan and organize preventative maintenance on equipment
- Problem solve and make decisions
- Complete cutting and welding when necessary – inform fire watch when and where cutting or welding is taking place
- Liaise with outside repair men or machine professionals to ensure they fully understand the problem and to ensure problems that can not be fixed in-house are repaired efficiently
- Assist others in performing maintenance or repairs when needed
- Follow and ensure all lock-out procedures are being followed by Millwrights
- Monitor all equipment and ensure regular maintenance is carried out
- Order material or parts that are required
- Maintain regular contact with the General Manager and Shift Supervisor in order to keep them informed on mechanical and operational problems
- Ensure Millwrights use any downtime to perform clean-up duties or maintenance

- Be aware of Millwrights' overtime and the duties that are being performed during this time
- Adhere to and ensure Millwrights adhere to company policies as outlined in the Policy Manual
- Ensure all hazardous or unsafe working conditions are corrected or reported to the nearest Safety Committee Representative or the Safety Coordinator

Qualifications

- Red Seal Industrial Mechanic/Mechanical Engineer
- Experience in a fast-paced production driven environment
- Ability to diagnose complicated equipment issues and direct appropriate action
- Project management skills
- Computer Skills
- 3-5 years hands-on experience in a sawmill/plant environment
- 3-5 years supervisory experience
- Excellent mechanical knowledge
- Ability to manage, delegate, and communicate effectively in a strong team environment
- Ability to prioritize tasks, plan, make decisions, and problem solve

Working Conditions

Monday – Friday, Some Weekends, On Call. Heavy equipment area with some safety hazards such as automatically operated equipment, noise & dust; work overtime when required; work independently and as a team member.

Physical Requirements

Yes – When performing repairs or maintenance usually heavy lifting and awkward positions required in hard to reach positions.

Direct Reports

Yes – Millwrights, Filers, contractors and other employees who are conducting preventative maintenance or repairs.

Please apply to Cassie Turple, Communications/HR Manager, with your resume and 3 work-related references: cassie@ledwidgelumber.com