

Maintenance Supervisor

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Company: ZIP-PAK

Location: Doraville

Category: other-general

Job Description

The Maintenance Supervisor directs and coordinates all aspects of building and equipment maintenance by performing the following duties personally or through subordinate technicians, as well as special projects.

Essential Duties and Responsibilities:

Manages and performs equipment and facility maintenance

Responsible for electrical and plant layout

Instrumental in purchase of new plant equipment

Reviews job orders to determine work priorities.

Create and maintain a current inventory of all spare production parts and tooling.

Schedules and supervises repair, maintenance, and installation of machines, tools, and equipment to ensure continuous production operations.

Schedules and supervises the installation, maintenance and repair of electrical, gas, air and water installations, sewers and fire sprinklers.

Coordinate activities of workers fabricating or modifying machines, tools, or equipment to manufacture new products or improve existing products.

Directs maintenance activities on utility systems to provide continuous supply of heat, electric power, gas, air and water required for operations.

Develops and implements Total Preventive Maintenance program in conjunction with maintenance staff.

Expedite building and machinery repairs to avoid production delays.

Review production, quality control, and maintenance reports and statistics to plan and modify maintenance activities.

Inspects operating machines and equipment for conformance with operational standards.

Collaborate with Process Engineer in planning, developing and implementing new methods and procedures design to improve operations, minimize operating costs and effect greater utilization of labor and materials. This will ensure all equipment modifications are approved by the Maintenance Manager before installing.

Reviews new product plans and discusses equipment needs and modifications with design engineers.

Requisitions tools, equipment, and supplies required for operations.

Work with production in troubleshooting and resolving problems.

Support the safety program by identifying improvements to the equipment, processes and machinery and leading the OSHA Assessment team.

Responsible for maintenance and improvements of grounds, buildings and building equipment.

Work with local government to maintain facilities including railroad tracks.

Work with outside contractors as necessary.

Ensure facilities are safe, clean, well maintained and compliant to all regulatory requirements, support plant janitorial services.

Helps maintain / owns regulatory compliance of plant

AIB/SQF/HACCP/Safety/OSHA/NPDES Stormwater/EPA

Shall lead and support Food Safety Culture activities within the organization in support of Food Safety Management System in accordance with the Food Safety Code for Manufacture of Food Packaging.

Shall acknowledge the Zip-Pak policy of requesting self-reporting of any illness, foodborne pathogens, or diseases which may be transmitted to food products and food contact surfaces that may jeopardize food safety.

Shall be made aware of and support Australia's National Heavy Vehicle Legislation-Chain of Responsibility (CoR) where designated applicable to this position within the COR Program for Zip-Pak support of Australia's CoR Legislation.

Responsible for regulatory compliance of all safety mandates on the Federal, State, and local levels including OSHA.

Computer Skills

SolidWorks / Autocad work performed for equipment development. Additionally,

knowledge of Manufacturing software; Project Management software; Microsoft Products, CMMS, equipment reliability, downtime monitoring, MTBF, OEE

Prepares reports and budgets for Facilities and Maintenance activities.

Prepares and manages capital projects via online systems.

Supervisory Responsibility of direct reports

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Support professional development of direct reports.

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