



Position Title: Maintenance Supervisor

Work Status: Full Time; Salary

Pay: \$65,000/year

Benefits: Healthcare, 401K, Paid Vacation

Location: Shelby, Ohio

Position Summary:

R.S. Hanline is seeking a **Maintenance Supervisor** to oversee and schedule all maintenance work to plant equipment and/or to the plant itself. The Maintenance Supervisor will oversee all repairs, prioritize projects, train employees, and direct staff as necessary. No supervisory experience is required for applicants, however, maintenance experience, specifically experience with electric maintenance, is required. Experience in food service maintenance is a plus. This role will directly report to the Plant Manager.

Responsibilities:

- Appoint maintenance employees to projects, and oversee their progress/completion
- Train employees on maintenance safety
- Be available for employee questions and maintain responsibility for all repairs made
- Respond to service requests, and ensure preventative maintenance is completed
- Perform pre-op and fill out the maintenance schedule
- Check for notes left by the Sanitation Supervisor from the previous evening; schedule repair work if necessary
- Check the daily hour sheet and make corrections as necessary; check the weekly hour sheet and make corrections as necessary
- Schedule maintenance work that cannot be completed by mechanics; this may include scale calibrations, cooling unit work, electrical jobs, tow motor repairs, company vehicle repairs, and outside contracted work.
- Order parts and supplies when needed; fill out the purchase orders and keep the PO records updated
- Fill out the daily sanitation schedule
- Check PM paperwork turned in by departments, and schedule work as necessary
- Check tow motor sheets turned in by departments, and schedule work as necessary
- Check department maintenance boards and schedule work as necessary; replace sheets on the first of the month
- Check out with the plant manager at the end of daily shift

Qualifications:

- Bachelor's degree from an accredited 4-year college preferred



- Previous supervisory experience; ability to manage a team of technicians
- Previous experience working on preventative and electrical maintenance
- Experience working in a manufacturing or food processing setting preferred
- Ability to work collaboratively with team members, departments, and managers
- Effective communication skills, both written and verbally
- Ability to prioritize projects, and schedule time for larger projects