

JOB DESCRIPTION

Maintenance Supervisor

Summary

This position supervises plant maintenance and construction. This position reports to the Maintenance Manager.

Essential Job Duties

- The Maintenance Supervisor supervises preventive maintenance on, installation of, and identifying and repairing problems on the following types of equipment:
 - ▶ Pumps, Fans, and Compressors
 - ▶ Gearboxes
 - ▶ Conveyors
 - ▶ Turbines
 - ▶ Piping and Valves
 - ▶ Tanks and Pressure Vessels
 - ▶ Buildings
 - ▶ Other Specialized Equipment
- The Maintenance Supervisor supervises a crew of Minn-Dak mechanics, contracted mechanics, or a combination of both as need. This crew performs plan maintenance and construction. This individual is expected to lead and teach other maintenance personnel.
- During campaign, the Maintenance Supervisor manages all maintenance and maintenance operations.
- During inter-campaign, the Maintenance Supervisor supervises maintenance, and assigned improvements and construction, on areas of the plant designated by the Maintenance Manager.
- Monitor and control the morale and discipline of maintenance and process personnel.
- Train maintenance personnel and assures they are knowledgeable and competent in their assigned jobs.
- Assure that all work areas are kept clean within the food safety, food quality and sanitation guidelines.
- Write and/or complete reports and paperwork as required, including work orders, material requisitions, maintenance procedures and schedules. (Must be able to certify understanding of environmental requirements.)
- Develop the leadership, process and mechanical skills of self and others through training.
- Use people, time, equipment, and material in the most efficient manner.
- Report mechanical, electrical, instrumentation, environmental, food safety, feed safety, food quality and operational problems, and unsafe conditions to supervisor.
- Good attendance, safety, disciplinary, and overall employment records
- Other duties as required by the business.
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

Qualifications

- High school education or equivalent.
- Five years of mechanical experience required.
- Good understanding of process operations.
- Should be motivated, willing, enthusiastic, and promotable.
- Good attendance, safety, disciplinary, and overall employment records.
- Ability to communicate and work cohesively with others.
- Demonstrated leadership qualities, and planning/scheduling skills.
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels

Physical Demands and Expectations

- Able to stand or walk on concrete floors for an entire eight-hour shift if necessary
- Able to bend and lift – 20 to 100 pounds
- Able to climb stairs
- Able to work in temperature extremes (cold and hot)
- Able to work in noisy and dusty conditions

Acknowledgement

I have reviewed this job description and am able to perform all duties required.

Print Name	Signature	Date

An Equal Opportunity Employer

This job description does not imply a contract of employment.

We reserve the right to modify this document at any time and for any reason as needed by Minn-Dak Farmers Cooperative.