

Maintenance Supervisor

RESPONSIBILITIES: Here is a list of duties that are typically performed by people in this position. It is not intended to list all duties & responsibilities. Individual agreements may be made between a supervisor and employee to modify this list.

- Schedule mold repair
- Coach and assist production and team members at improving skills
- Schedule mold PMs
- Work with production for weekly job service
- Support Kaizen activities
- Develop contacts for outside services
- Improve PM procedures and lead the way
- Reduce internal problems through continuous improvement
- Maintain new mold check sheets, confirm completion
- Mold PM and PM record management
- Engineering change and mold modification
- Develop weekly job schedule
- Housekeeping tool and space parts management
- Complete jobs in a safe, timely and efficient manner
- Follow applicable EMS/QMS policies, procedures, and work instructions
- May require working off hours on occasion
- Responsible for lawn maintenance
- Maintain tool crib inventory, receive parts, and maintain computerized inventory
- Oversee inside and out building maintenance
- Maintain files

Skills Preferred:

- High School Degree
- 3 or more years die shop experience
- Computer literate
- Basic math
- Basic Writing Skills required
- Blue print reading
- Hilo license
- Basic Injection Molding
- Training Skills/Experience
- SPC knowledge
- Welding
- Basic electric
- Die drawing reading
- Mold repair or making equipment knowledge (milling machine, lathe, surface grinder)
- Measurement tool knowledge
- CAD CAM knowledge
- Milling machine, lath, surface grinder
- Strong communication skills with all members of the organization

- Understanding of the company Environmental Management System/Quality Management System
- Positive attitude towards work and other team members
- Call on vendors
- Good telephone skills
- Self motivated
- Team Player

Physical Requirements:

- Finger dexterity enough to use a keyboard
- Must be able to sit/stand for up to 12 hours per day
- Must be able to use both hands
- Must be able to grasp/grip parts, knives, nippers and foam 4-6 times per minute, up to 12 hours per day
- Must be able to bend, twist and lift 10-20 times per hour
- Must be able to climb a 4-6 ft step ladder, 4-6 times per hour
- Must be able to lift up to 30 lbs., 8-10 times per hour

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