



JOB TITLE: Maintenance Supervisor
LOCATION: Crossfield
REPORT TO: Operations Manufacturing Manager
OPEN UNTIL: Position Filled
APPLY TO: HumanResources@pfbcorp.com

POSITION SUMMARY:

Supervise the mechanical team and understand the challenges of day-to-day maintenance and coordination. Responsible for repairing, troubleshooting, and maintaining plant equipment, building structure and fixtures.

FUNCTIONAL RESPONSIBILITIES:

1. Actively supervises the performance of 3-5 employees and provide direction, leadership and expertise to the team.
2. Ensure the team have the required resources (tools, materials and training) to safely complete their work in compliance with regulatory and maintenance standards consistent with expectation of the business.
3. Ensure plant systems follow a maintenance schedule and coordinate outside contractor support as required.
4. Report on work orders issued, open, delayed and closed.
5. Manage the procurement of parts and supplies.
6. Organize and manage maintenance projects such as equipment installations, prioritize day-to-day repairs etc.
7. Meet all safety requirements and regulations
8. Wear required personal protective equipment (PPE)
9. Follow company policies and procedures

SKILLS & KNOWLEDGE PREFERRED AND/OR REQUIRED:

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|--|---|
| Troubleshooting & problem solving | Forklift license/certificate |
| Product knowledge | Mechanical knowledge of various processes |
| Ability to provide direction and leadership to the team. | Electrical knowledge and skills |
| WHMIS | Communication skills |
| Emergency response plan | Organizational & Leadership skills |
| Physically able to lift up to 50lbs | Effective decision making |
| | Computer skills |

EDUCATIONAL QUALIFICATIONS:

Minimum of 5 years of related experience in an industrial manufacturing environment.
Minimum 5 years in a leadership role, including successfully directing a team.
Millwright Certificate would be an asset

Plasti-Fab Ltd. believes that “safety is everyone’s responsibility.” Every employee is considered to be responsible, not just for their safety, but for the safety and health of all employees, visitors and contractors to a Plasti-Fab Ltd. site.
