



Position:	Maintenance Supervisor	Department:	Facilities
Classification:	Exempt/Salary	Reports To:	Warehouse Manager II
Date Created:	June 22, 2022	Last Revised:	June 22, 2022

Job Overview:

The Maintenance Supervisor is a working supervisor who is also responsible for coordinating, supervising, and delegating the maintenance workload for Facility Attendants and Maintenance Mechanics. The Maintenance Supervisor maintains an active presence on the floor throughout the shift to provide direct support to their team and to ensure maintenance needs are met efficiently and accurately.

Essential Functions:

1. Leads the Facility Attendants and Maintenance Mechanic by directing and coordinating their activities consistent with established company goals, objectives and policies.
2. Engages and develops employees through coaching, counseling, disciplinary action, mentoring, recognition and performance reviews.
3. Establishes and attains Preventative Maintenance (PM) productivity standards through actively managing the employee performance levels and allocating resources to meet business demands within all maintenance functions.
4. Coordinates activities and executes regular on-floor audits to maintain compliance with all appropriate food safety, HACCP, safety procedures and OSHA requirements.
5. Maintains warehouse inspection readiness in anticipation of audits from all applicable local, state and federal organizations.
6. Maintains refrigeration, HVAC, mechanical, electrical, hydraulic and pneumatic systems.
7. Troubleshoots, diagnoses and repairs problematic issues concerning all equipment and machinery.
8. Oversees the safe operation, daily monitoring and maintenance of all types of refrigeration systems (i.e. R-22, R-134A and R-404A).
9. Uses a variety of hand and power tools, gauging devices, and test equipment to complete necessary installations and repairs.
10. Participates in evaluating, implementing, and documenting both business practices and management methods for workflow optimization.
11. Performs maintenance tasks while maintaining full compliance with food safety and operational safety procedures.
12. Coordinates service and maintenance with contractors and vendors as needed.
13. Performs masonry repair, such as patching and finishing cement work.
14. Monitors equipment needs and maintenance supply inventory levels and coordinates the purchasing of necessary items with Warehouse Management.
15. Documents and reviews reporting results on a daily, weekly and monthly basis.

16. Handles and disposes of universal hazardous wastes (fluorescent light bulbs, lead batteries, etc.) in accordance with federal guidelines.
17. Completes and maintains required documentation, such as logs and inspection records.
18. Follows direction set forth by Warehouse Manager.

Additional Responsibilities:

1. Active participating member of the company's safety committee.
2. Works with the company's risk coordinator to promptly address and resolve identified safety concerns within the company's physical plant.
3. Coordinates coverage for scheduled time off with warehouse supervisors, shift leaders and warehouse trainers.
4. Works and communicates effectively with all operational departments.
5. Ensures the proper use, care, and storage of tools and equipment.
6. Establishes and executes environmentally sustainable best practices for proper handling of hazardous materials, pallets, recycling, and other waste products.
7. Promotes the health/wellness, safety, cleanliness, and security of the workplace.
8. Motivates, organizes, and encourages teamwork to ensure set productivity and accuracy targets are met.
9. Performs other functions as required or directed.

Knowledge, Skills, and Abilities:

1. Ability to effectively lead and evaluate a team in an ever-changing environment, including coaching, counseling, mentoring and training.
2. Ability to engage, motivate, organize, and encourage teamwork through positive communication to ensure set maintenance results are met.
3. Ability to work a flexible work schedule including holidays, nights and/or weekends based on business need.
4. Ability to multi-task, prioritize workload and effectively delegate in a fast-paced, deadline-oriented environment.
5. Knowledge of the accepted practices, processes, materials, and tools of the maintenance trades.
6. Knowledge of the occupational hazards and safety precautions of the building maintenance trades.
7. Knowledge of and experience using Computerized Maintenance Management Systems (CMMS).
8. Knowledge and experience working on all major types of refrigeration, high and low voltage electrical systems, hydrodynamics (glycol) and hydraulics.
9. Ability to operate test equipment including; volt OHM meter, amp probe, recovery equipment and refrigeration gauges.
10. Ability to perform advanced mechanical, electrical, and plumbing installations and repairs.
11. Ability to develop strategic business plans and contingencies to realign priorities quickly when dealing with unanticipated events.
12. Proficient in the use of Microsoft Office products, including Excel, Word, Outlook, and in the use of Internet Explorer.
13. Ability to learn and effectively use company-specific computer systems (i.e. Retalix, Data Warehouse, UKG, etc.) required for maintaining company data integrity.
14. Ability to use a keyboard to enter company data/information efficiently and accurately into various computer systems.
15. Strong English language aptitude, including the ability to communicate effectively verbally and in writing; includes the use of texting and email.

16. Ability to use logic to analyze complex problems and develop solutions.
17. Ability to establish and maintain effective and courteous business relationships.
18. Ability to assist in the development and management of budgets.
19. Ability to work in varying temperature environments, including subzero temperatures.
20. Ability to effectively communicate both verbally and in writing.
21. Proficient with the use of a laptop computer.
22. Ability to read schematics, drawings, and manuals in order to complete required work tasks.
23. Ability to operate all pieces of warehouse rolling stock, such as forklifts and reach trucks.
24. Ability to lift/move equipment and/or supplies weighing 80 pounds.
25. Punctuality and dependability.
26. Strong initiative.
27. Honesty and integrity while acting in a professional and tactful way.

Education/Experience (Preferred Minimum Qualifications):

1. Must have either a High School diploma or GED with Technical School coursework or Mechanical Certification with two (2) to five (5) years of experience in commercial refrigeration, HVAC, mechanical, electrical, hydraulic and pneumatic troubleshooting and emergency repair skills.

AND

2. Two (2) years of experience in maintenance operations environment in a management or supervisory capacity.

Licenses/Certifications/Special Requirements:

1. Trained in servicing small appliances, high pressure refrigerants, and low-pressure refrigerants.
2. Must possess the appropriate EPA refrigerant recycling and recovery certification for technicians.
3. Ammonia Refrigeration & CFC Certification.
4. Must take and pass a pre-employment drug test.
5. Subject to random and reasonable suspicion drug testing.
6. Must wear approved steel-toe, slip resistant, work boots and other required PPE based on work performed.
7. Must be willing to work additional hours as required or requested.
8. Available for questions and problem resolution outside of the standard business hours.
9. OSHA Forklift Certification required or must be able to obtain.
10. Able to be certified to operate power equipment, operate maintenance tools, saws, drills, etc.
11. Valid driver's license required (Class A or B CDL helpful but not required).

Physical Requirements:

Requirement	8 Hour Schedule	10 Hour Schedule	As % of Time
Limited	0 – 1 hour	0 – 1 hour	Less than 1%
Occasionally	1 – 2 hours	1 – 2.5 hours	Equals 1% to 25%
Frequently	3 – 4 hours	2.6 – 5 hours	Equals 26% to 50%
Repeatedly	5 – 6 hours	5.1 – 7.5 hours	Equals 51% to 75%
Continuously	7+ hours	7.6 + hours	Equals 76% to 100%

Activity	Duration
<i>Sustained Postures</i>	
Sit:	<i>Limited</i>
Stand:	<i>Continuously</i>
Walk:	<i>Repeatedly</i>
<i>Intermittent Activity</i>	
Bend:	<i>Repeatedly</i>
Kneel/Squat:	<i>Frequently</i>
Climb Stairs:	<i>Occasionally</i>
Crawling:	<i>Occasionally</i>
Overhead Reach:	<i>Frequently</i>
Typing/Keyboard	<i>Occasionally</i>
Vehicle Operation:	<i>Frequently</i>
PPE/Special Clothing:	<i>Continuously</i>

Activity	Duration
<i>Repetitive Use of Hands/Wrists</i>	
Grasp:	<i>Repeatedly</i>
Push/Pull:	<i>Repeatedly</i>
Fine Manipulation:	<i>Repeatedly</i>
<i>Material Handling lbs.</i>	
Lift:	<i>0 – 80 lbs. Frequently</i>
Carry:	<i>0 – 80 lbs. Frequently</i>
Push:	<i>0 – 80 lbs. Frequently</i>
Pull:	<i>0 – 80 lbs. Frequently</i>
<i>Miscellaneous</i>	
Exposure to Heights:	<i>Occasionally</i>
Exposure to Packaged Chemicals:	<i>Occasionally</i>
Exposure to Temperature Contrasts:	<i>Repeatedly</i>