



<b>Position:</b>	Maintenance Supervisor	<b>Department:</b>	Facilities
<b>Classification:</b>	Exempt/Salary	<b>Reports To:</b>	Warehouse Manager
<b>Date Created:</b>	June 22, 2022	<b>Last Revised:</b>	September 19, 2023

**Job Overview:**

The Maintenance Supervisor is a hands-on leader responsible for coordinating, supervising, and directing maintenance activities for Facility Attendants and Maintenance Mechanics. This role combines leadership with practical maintenance skills and requires a strong on-floor presence to support the team and ensure efficient and accurate maintenance operations.

**Essential Functions:**

1. Lead Facility Attendants and Maintenance Mechanics by coordinating their activities in alignment with company goals and policies.
2. Develop and mentor employees through coaching, counseling, disciplinary action, recognition, and performance reviews.
3. Establish and achieve Preventative Maintenance (PM) productivity standards by actively managing employee performance and resource allocation to meet business demands across all maintenance functions.
4. Coordinate activities and conduct regular on-floor audits to maintain compliance with food safety, HACCP, safety procedures, and OSHA requirements.
5. Ensure the warehouse is inspection-ready for audits by local, state, and federal agencies.
6. Maintain and repair refrigeration, HVAC, mechanical, electrical, hydraulic, and pneumatic systems.
7. Troubleshoot, diagnose, and repair equipment and machinery issues.
8. Oversee the safe operation and daily maintenance of various refrigeration systems (e.g., R-22, R-134A, R-404A).
9. Utilize hand and power tools, gauging devices, and test equipment for installations and repairs.
10. Participate in evaluating, implementing, and documenting business practices and management methods to optimize workflow.
11. Perform maintenance tasks while adhering to food safety and operational safety procedures.
12. Coordinate service and maintenance with contractors and vendors as needed.
13. Perform masonry repairs, including patching and finishing cement work.
14. Monitor equipment needs and maintenance supply inventory levels, coordinating purchases with Warehouse Management.
15. Document and review daily, weekly, and monthly reporting results.
16. Handle and dispose of universal hazardous wastes (e.g., fluorescent light bulbs, lead batteries) in accordance with federal guidelines.
17. Complete and maintain required documentation, including logs and inspection records.
18. Follow directions set forth by the Warehouse Manager.

**Additional Responsibilities:**

1. Actively participate in the company's safety committee.
2. Collaborate with the company's risk coordinator to address and resolve safety concerns within the company's physical plant.
3. Coordinate coverage for scheduled time off with warehouse supervisors, shift leaders, and warehouse trainers.
4. Work and communicate effectively with all operational departments.
5. Ensure proper use, care, and storage of tools and equipment.
6. Establish and implement environmentally sustainable best practices for handling hazardous materials, pallets, recycling, and waste products.
7. Promote workplace health, wellness, safety, cleanliness, and security.
8. Motivate, organize, and encourage teamwork to meet productivity and accuracy targets.
9. Perform other functions as required or directed.

**Knowledge, Skills, and Abilities:**

1. Effectively lead and evaluate a team in a dynamic environment, including coaching, counseling, mentoring, and training.
2. Motivate, organize, and encourage teamwork through positive communication to achieve maintenance goals.
3. Flexibility to work a flexible schedule, including holidays, nights, and weekends based on business needs.
4. Multitasking ability to prioritize workloads and delegate effectively in a fast-paced, deadline-oriented environment.
5. Proficiency in maintenance trades practices, processes, materials, and tools.
6. Knowledge of occupational hazards and safety precautions in building maintenance.
7. Experience using Computerized Maintenance Management Systems (CMMS).
8. Familiarity with various refrigeration systems, high and low voltage electrical systems, hydrodynamics (glycol), and hydraulics.
9. Competence in operating test equipment, including volt OHM meter, amp probe, recovery equipment, and refrigeration gauges.
10. Advanced mechanical, electrical, and plumbing installation and repair skills.
11. Ability to develop strategic business plans and contingencies to adapt to unexpected events.
12. Proficiency in Microsoft Office products (Excel, Word, Outlook) and company-specific computer systems.
13. Efficient data entry skills using a keyboard for various computer systems.
14. Strong communication skills, including verbal, written, texting, and email communication.
15. Logical problem-solving abilities for analyzing complex issues and developing solutions.
16. Effective establishment and maintenance of courteous business relationships.
17. Assistance in budget development and management.
18. Work in varying temperature environments, including subzero temperatures.
19. Ability to communicate effectively both verbally and in writing.
20. Proficiency with laptop computer usage.
21. Ability to read schematics, drawings, and manuals for work tasks.
22. Operate all warehouse rolling stock, such as forklifts and reach trucks.
23. Ability to lift/move equipment and/or supplies weighing up to 80 pounds.
24. Punctuality and dependability.

25. Strong initiative.
26. Honesty and integrity while maintaining a professional and tactful demeanor.

**Education/Experience (Preferred Minimum Qualifications):**

1. High School diploma or GED with Technical School coursework or Mechanical Certification.
  - a. 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 a maintenance operations environment in a management or supervisory capacity.

**Licenses/Certifications/Special Requirements:**

1. Training in servicing small appliances, high-pressure refrigerants, and low-pressure refrigerants.
2. Possession of the appropriate EPA refrigerant recycling and recovery certification for technicians.
3. Ammonia Refrigeration & CFC Certification.
4. Must 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 personal protective equipment (PPE) based on work performed.
7. Willingness to work additional hours as required or requested.
8. Availability for questions and problem resolution outside of standard business hours.
9. OSHA Forklift Certification required or must be able to obtain.
10. Able to be certified to operate power equipment, 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>	
<b>Sit:</b>	<i>Limited</i>
<b>Stand:</b>	<i>Continuously</i>
<b>Walk:</b>	<i>Repeatedly</i>
<i>Intermittent Activity</i>	
<b>Bend:</b>	<i>Repeatedly</i>
<b>Kneel/Squat:</b>	<i>Frequently</i>
<b>Climb Stairs:</b>	<i>Occasionally</i>
<b>Crawling:</b>	<i>Occasionally</i>
<b>Overhead Reach:</b>	<i>Frequently</i>
<b>Typing/Keyboard</b>	<i>Occasionally</i>
<b>Vehicle Operation:</b>	<i>Frequently</i>
<b>PPE/Special Clothing:</b>	<i>Continuously</i>

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