



## Signal Metal Industries, Inc.

### Maintenance Supervisor

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**Department:** Maintenance

**FLSA Status:** Exempt

**Grade/Level:** Salaried

**Work Schedule:**

Actual shift assigned by supervisor.

Possible 8, 10, or 12 Utility Maintenance Helpers and Technicians hour shift @ 4-6 days/week.

**Job Status:** Fulltime

**Reports To:** Senior Vice President

**Travel Requirements:** None

**Position Supervised:** None

#### POSITION SUMMARY

Supervise and manage the maintenance department. Repair, test, adjust, both conventional and CNC equipment, machine tools, weld equipment, cranes, forklifts, etc.

#### ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Lead and train members of your maintenance department how to perform tasks with emphasis on Safety First, always stress importance of following JSA's where applicable.
- Always work closely with other Department Supervisors and or Managers to schedule work on their respective or in their equipment or in their area of production.
- Responsible for supervising and managing the maintenance department and assuring all safety standards and practices are being followed.
- Assign scheduled preventive maintenance tasks, such as checking, cleaning, and repairing equipment, to detect and prevent problems.
- Examine work orders and converse with equipment operators and maintenance technicians to detect equipment problems and to ascertain whether mechanical or human errors contributed to the problems.
- Set up and test industrial equipment to ensure that it functions properly.
- Operate equipment to demonstrate proper use and to analyze malfunctions.
- Test faulty equipment to diagnose malfunctions, using test equipment software, and applying knowledge of the functional operation of the equipment you are working on.
- Repair and adjust equipment, machines, and defective components. Replace worn parts as needed.
- Calibrate testing instruments and install or repair equipment to prescribed specifications.
- Inspect components of industrial equipment for accurate assembly and installation and for defects such as loose connections and frayed wires.



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- Study blueprints, schematics, manuals, and other specifications to determine installation procedures.
- Maintain equipment logs that record performance problems, repairs, calibrations, and tests.
- Coordinate efforts with other workers involved in installing and maintaining equipment or components.
- Maintain inventory of spare parts.
- Consult with supervisors and engineers to plan layout of equipment and to resolve problems in system operation and maintenance.
- Send defective units to purchasing, to be returned to the manufacturer or to a specialized repair shop for repair.
- Install repaired equipment in various settings, such as industrial or manufacturing establishments.
- Determine feasibility of using standardized equipment, and develop specifications for equipment required to perform additional functions.
- Enter information into computer to copy program, modify, or store schematics, applying knowledge of software package used.
- Sign overhaul documents for equipment replaced or repaired.
- Develop or modify industrial electronic devices, circuits, and equipment according to available specifications.

### POSITION QUALIFICATIONS

- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Innovative - Ability to look beyond the standard solutions.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Communication - Ability to communicate effectively with others using the spoken word.
- Decision Making - Ability to make critical decisions while following company procedures.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Resource Management (People & Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.



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## SKILLS & ABILITIES

**Education:** Prefer a High School Graduate or GED, with a two year college degree, or technical school graduate, but work related experience may be substituted for education.

**Experience:** Four to ten years related experience

### Computer Skills

Computer skills needed to operate M2M, Excel, and Maintenance software as well as various other computer software programs.

### Certificates & Licenses

Prefer a licensed electrician, but experienced Journeyman is acceptable.

### Other Requirements

Ability to maintain and fix various general maintenance issues in a large shop/plant and office settings

## PHYSICAL REQUIREMENTS:

- Must be able to perform duties in a safe manner. This job requires the ability to wear a hard hat, safety glasses, metatarsal boots, hearing protection, and other required PPE equipment.
- Must be able to bend, stoop, climb, and reach around all areas of equipment.
- Lift up to 50lbs.
- Will work in varied environments (in all weather conditions heat, cold, wet, humid, dry and/or dusty conditions).
- Read, comprehend and complete basic checklists, forms or other related documents.
- Must be willing to work overtime as required.

## PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	C (Constantly)	10 lbs. or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs.	O (Occasionally)
Sit	O (Occasionally)	21-50 lbs.	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs.	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs.	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	Push/Pull	
Climb	F (Frequently)	12 lbs. or less	F (Frequently)
Crawl	F (Frequently)	13-25 lbs.	O (Occasionally)
Squat or	F (Frequently)	26-40 lbs.	O (Occasionally)
Kneel Bend	F (Frequently)	41-100 lbs.	O (Occasionally)