Building Maintenance Supervisor

Job Description

The Maintenance Supervisor is directly responsible for the supervision of the entire Building Maintenance Department and for ensuring that all plant areas and equipment are maintained and operated in an efficient, safe, and reliable manner. This position has the accountability to ensure high safety, productivity, quality of workmanship, and engagement of the maintenance team in the assigned facility. The incumbent will set departmental goals and provides direction, guidance and development opportunities for all the maintenance employees. This position will partner with operations leadership to ensure safe, predictable manufacturing processes and reliability. This position will also performs the following task:

• Living the safety stand and ensuring safe maintenance works
• Leading, Developing and Executing Maintenance Strategies
• Assists with the development and execution of the plant business strategy and plant operation plans
• Ensures the maintenance strategy for the plant aligns with the business strategy and operation plans
• Prepares capital budget forecasts, cost estimates and operational plan for plant improvements
• Effectively manages all capital projects/installations and delivers committed results in a timely and cost effective manner
• Maintains budget (labor, contractor, repair & replacement) and inventory of spare parts in a fiscally responsible manner
• Optimizes energy balance and utility usage and deploys plant-wide energy savings plan
• Develops and monitors measures for maintenance of equipment to support business objectives of the plant
• Designs and implements effective PM (Preventive Maintenance) plan to sustain and enhance plant facility reliability; Ensures that the PM plan reflects the equipment and system changeover, aging and modifications
• Leads focus improvement, planned maintenance, and quality maintenance initiatives as well as the relevant training programs
• Successfully engages employees across the organization to participant and contribute strategies such as communication, training, etc
• Leading and Developing Talent
• Ensures maintenance employees are well trained and current on any required certifications to perform the full scope of their job expectations
• Establishes clear and measurable performance expectations and holds team members accountable for delivering the goals
• Regularly evaluates the strengths and development opportunities of the team, as well as invests in the growth and development of team members to achieve sustained success
• Effectively staffs the team by leveraging the appropriate mix of internal and external talent to satisfy both near-term performance and long-term succession needs
• Leading across the plant/division
• Drives alignment between plant departments
• Shares best practices across plants, challenges thinking and provides candid and respectful feedback; sets an example for the organization of how teamwork and partnerships should look
• Is seen as a great leader across the plant, driving engagement and supporting cross-functional projects and teams
• Is seen as a leader amongst peers across sister plants
• Assists with other duties as required

Minimum Qualifications

• Associate Degree in Industrial Maintenance or related field along with equivalent experience.
• Extensive experience of Maintenance Management.
• Strong knowledge of Preventative and Reliability Centered Maintenance. Changed to strong knowledge of.
• Budgetary knowledge.
• Excellent training and development skills.
• Ability to communicate effectively both verbally and in writing.
• General maintenance or other maintenance responsibilities that would include the ability to recognize electrical, HVAC, plumbing, and mechanical malfunctions or equipment failures.
• Knowledge in maintenance supplies, equipment, materials, and methods used in janitorial work. Ability to make minor repairs to buildings and equipment.
• Ability to perform various clean-up and maintenance tasks as required.
• In-depth knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance in using equipment to complete assigned tasks.

Preferred Qualifications

Experience working with the Common Wealth of Virginia State Agencies.