



JOB DESCRIPTION

Date:	August 30, 2010	Revision:	
Position Title:	Maintenance Supervisor		
Department:	Manufacturing Administration		
Reports to:	Production Manager, Plant Manager, or Regional Operations Manager		

Location(s) Applicable to: All CA CT FL IN NC OR TX

Classification: Salaried (Exempt) Weekly (Non-exempt) Hourly (Non-exempt)
Category: Full Time Part Time Temporary

Overview:

Supervise maintenance personnel to repair and maintain all production equipment and facilities and assure a safe and productive operation. Ensure the most efficient use of staff, equipment, and other resources. Oversee all maintenance activities in the plant including troubleshooting, repairs, and preventative and predictive maintenance.

Essential Job Functions & Responsibilities:

1. Insure a safe work environment that exceeds OSHA and environmental requirements. Assure all plant operations are in compliance with corporate policies and government regulations.
2. Supervise maintenance personnel to insure compliance with ISO/QMS requirements.
3. Participate in the development of annual departmental budgets and operate within approved budget.
4. Handle all maintenance related personnel matters including recruiting, hiring, training, performance evaluation, and disciplinary actions per company policy.
5. Coordinate outside vendors (evaluation, management and compliance with company policies) in support of maintenance, production and facilities.
6. Oversee preventative and predictive maintenance program to assure equipment and facilities are properly maintained and documented.
7. Interact with the other departments within the plant to establish work requirements and schedules and assure internal customer needs are met.
8. Assure that department is properly staffed with capable people and that team member skills are developed and improved. Facilitate an atmosphere of teamwork.

Nonessential Job Functions:

1. Performs other directly related appropriate duties and assumes accountabilities as apparent or as delegated, including mutually agreed upon objectives.

Job Specifications/Skills:

1. Minimum of 5 (five) years of experience in the supervision, planning and control of maintenance operations in a manufacturing environment, including facilities; process industry preferred.
2. Physical ability to lift and/or carry a minimum of 50lbs.
3. Must be able to work in hot and/or cold weather conditions in open warehouse area.
4. Must be able to climb stairs (open mesh) with varying degrees of pitch.
5. Computer Skills: Good working knowledge of Microsoft Office (Word, Excel) and Outlook.
6. Good technical knowledge in areas such as electrical troubleshooting, instrumentation and controls including a good working knowledge of PLCs, pneumatics, hydraulics and power transmission, plumbing, compressed air systems, HVAC and forklift truck operation and maintenance.



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Job Specifications/Skills (cont'd):

7. Strong mechanical background with hands on mechanical repair and preventative maintenance experience.
8. Experience with powder and liquid transfer and packaging equipment.
9. Knowledge of all Federal, State, and local health, safety, and environmental regulations.
10. Skilled in the supervision of teams to insure the most productive use of time and materials.
11. Very organized in scheduling and executing responsibilities and prioritizing in a multitask/multishift environment.
12. Effective written, oral, and interpersonal communication skills. Ability to interact with all levels of management.
13. Team cooperation - maintain positive, cooperative attitude with all employees of LATICRETE and all customers.

Minimum Educational Requirements:

1. Bachelors Degree in Engineering or Industrial/Business Management; or combination of education and related work experience.

Travel:

1. 10%

Reply in confidence to Human Resources, at humanresources@laticrete.com

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