**OVERVIEW**

Responsible for directing and coordinating the maintenance operations, with specific focus on the key mechanical maintenance functions, such as preventative and corrective actions on scrolls, pumps and centrifugal machines; to meet objectives in quality, reliability, safety, cost and on time delivery. The Maintenance Supervisor drives a culture of safety through leading by example, setting expectations and standards, and reinforcing positive behavior during the course of daily business. Insures compliance of all Company policies and procedures. Identifies areas of opportunity and ability to develop a plan of action to correct the issues, ultimately leading successful efforts to correct identified needs.

**DETAILED ROLES & RESPONSIBILITIES**

* Directs the maintenance of a safe and healthy working environment by eliminating hazards, training employees, and promoting safety awareness throughout the facility. Overseeing all incident reporting and root cause analysis.
* Takes corrective action to reduce safety risks, maintenance problems and/or waste in order to maximize continuous availability of refinery equipment.
* Review, approve, and schedule maintenance work orders. Provides resources and inspects work in progress and after completion for accuracy and timeliness.
* Coordinate daily maintenance work to ensure maximum equipment up-time while utilizing the available equipment, tools, materials, and manpower.
* Able to articulate a plan of action. Directs maintenance personnel to achieve continuous operation. Manages personnel to maximize efficiency of repairs.
* Monitor maintenance tasks to ensure compliance with quality and GMP requirements.
* Develop and implement preventative maintenance program for equipment and/or facility in accordance with manufacturer’s and/or engineering guidelines. Manage resource allocation and scheduling of the program. Ensures proper maintenance of department’s records on all equipment and company property.
* Interface with outside vendors for equipment and parts purchases. Collect technical data on equipment to be used for modification or replacement. Submit proposals for new equipment or part purchase.
* Reviews costs and takes action to eliminate or minimize unnecessary spending including consumption of supplies and machine parts.
* Supervise special maintenance/engineering projects and ensure highest level of workmanship. Assist in the preparation and completion of technical and non-technical documents, training, production, and maintenance procedures, drawing packages, and other related documentation for the project.
* Ensure that all areas and equipment are maintained in good housekeeping condition.
* Review time cards for accuracy.
* Conducts daily safety contacts and monthly safety meetings.
* Prepares and tracks scheduling and cost of expenditures for contracted and major maintenance projects.
* Assists the Reliability Engineer/Planner in the development of the Weekend Shutdown Maintenance Work plan and other outage plans as required.

**QUALIFICATIONS & REQUIREMENTS:**

* Knowledge of Mechanical systems with respect to rotating and fixed equipment is required; Electrical knowledge a plus.
* Must be familiar with NDT methods and be able to interpret vibration and oil analysis reports
* Computer literacy and experience with Microsoft Office are required.
* Scheduling, planning, and SAP or similar inventory and PM program is a plus but not required.
* Some CMMS platform (SAP, Oracle, JD Edwards or similar) is required.
* Must be a team player and work well with internal and external customers.
* Ability to write reports and correspondence.
* Ability to speak and communicate effectively both in person and on the telephone
* Ability to use other office equipment i.e., fax machines, copiers, calculator, etc.
* Keep abreast of new technology in areas of responsibility to improve performance.
* Must work well in a fast paced manufacturing environment.
* Must be a team player and work well with internal and external customers.
* Saturday and Sunday work will be required (rotating weekends). Daily overtime may be required. 2nd and 3rd Shift work may be required.

**WORK EXPERIENCES**

* Five plus years related experience required.
* Three years of maintenance supervisory experience preferred.
* Prior work experience in a machine shop and equipment garage environment preferred.

**EDUCATION REQUIREMENTS**

* High School Diploma or GED

**CORE COMPETENCIES**

* **Analytical Thinking & Decision Making**– Identifies and understands trends and/or issues; connects data points through analysis to arrive at a logical conclusion.
* **Business & Financial Acumen**– Demonstrates knowledge and understanding of the financial, accounting, marketing and operational functions of our organization; interpreting and applying understanding of key financial indicators to make better corporate decisions.
* **Effective Communication**– Expresses ideas and information in a clear and concise manner by tailoring one's message to fit the interests and needs of the audience.
* **Customer Orientation**– Keeps internal and/or external customer(s) in mind at all times.  Strives to proactively address customer concerns and needs.  Assists business partners and customers to achieve their work goals via application of their own skills and knowledge; strives to provide consistent customer satisfaction.
* **Establishes Trust**– Gaining the confidence and faith of others by actions and words that promote being honest, forthcoming, integrious and vulnerable.
* **Problem-Solving**– Anticipates, evaluates, diagnoses, and resolves problems in a systematic and fact-based manner.
* **Results Orientation & Accountability**– Takes accountability, identifies, executes and drives actions to consistently achieve desired results.
* **Teamwork & Collaboration**– Creates a climate that fosters commitment to a common vision and shared values that promote cooperation and working together through trust and support of others.
* **Change Management**– Achieves success through change: identifies opportunities for improvement and innovation, removes barriers and resistance, and enables behaviors that support desired outcomes.
* **Develops Others**– Plans for the growth of others, diligently addressing performance issues and conflicts, both at the individual and organizational level with the purpose of achieving results through the activities of other people.
* **Strategic Mindset**– Understands company's short and long-term priorities and aligns department priorities and behavior around achievement of those objectives.