

Job Profile

Job Title: Maintenance Supervisor – Colton

Purpose of the job

Responsible for scheduling, supervision, work assignment, training, evaluation and safety of maintenance mechanics. Provides assistance to the Maintenance Manager.

Organization Chart

Maintenance Manager

Maintenance Supervisor

Reporting

- Hierarchical and functional reporting to the Maintenance Manager.

*This position will be located in Colton, CA.

Company Profile

CSM Bakery Products, based just outside of Atlanta in Tucker, GA, manufactures a wide range of bakery products and ingredients for in-store and foodservice markets as well as artisan and industrial bakeries. One of the largest bakery manufacturers in North America, CSM Bakery Products' family of brands includes some of the industry's most trusted brands including Brill, Best Brands, Henry & Henry, Karp's, Telco, Multifoods and Fantasia. For more information, visit www.csmbakeryproducts.com.

Contact Information

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Result areas

- Determine schedules, sequences, and assignments for work activities, based on work priority, quantity of equipment and skill of personnel.
- Monitor employees' work levels and review work performance.
- Monitor tool and part inventories and the condition and maintenance of shops to ensure adequate working conditions.
- Investigate accidents and injuries, and prepare reports of findings.
- Recommend or initiate personnel actions, such as hires, promotions, transfers, discharges, and disciplinary measures.
- Compile operational and personnel records, such as time and production records, inventory data, repair and maintenance statistics, and test results.
- Develop, implement, and evaluate maintenance policies and procedures.
- Counsel employees about work-related issues and assist employees to correct job-skill deficiencies.
- Examine objects, systems, or facilities, and analyze information to determine needed installations, services, or repairs.
- Conduct or arrange for worker training in safety, repair, and maintenance techniques, operational procedures, or equipment use.
- Inspect and monitor work areas, examine tools and equipment, and provide employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules.
- Inspect, test, and measure completed work, using devices such as hand tools and gauges to verify conformance to standards and repair requirements.
- Requisition materials and supplies, such as tools, equipment, and replacement parts.
- Participate in budget preparation and administration, coordinating purchasing and documentation, and monitoring departmental expenditures.
- Perform skilled repair and maintenance operations, using equipment such as hand and power tools, hydraulic presses and shears, and welding equipment.
- Meet with vendors and suppliers to discuss products used in repair work.
- Compute estimates and actual costs of factors such as materials, labor, and outside contractors.
- Review, evaluate, accept, and coordinate completion of work bid from contractors.
- Confer with personnel, such as management, engineering, quality control, customer, and union workers' representatives, to coordinate work activities, resolve employee grievances, and identify and review resource needs.
- Develop and implement electronic maintenance programs and computer information management systems.
- Interpret specifications, blueprints, and job orders to construct templates and lay out reference points for workers.
- Design equipment configurations to meet personnel needs.
- Other duties as assigned by management.

Main Competencies

- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Resource Management (People & Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Accountability - Ability to accept responsibility and account for his/her actions.

Skills/ Knowledge & Experience

- Associate's Degree
- 2-4 years related experience
- Computer Proficient – Microsoft Word and Excel; FoxPro and PRMS desirable
- Ability to work with mathematical concepts such as probability and statistical inference
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Familiarity with mechanical functions of all machines/equipment
- Good communication skills – written and verbal
- Presentation skills – ability to effectively present information publicly
- Analytical skills – ability to use thinking & reasoning to solve problems
- Problem Solving – ability to find a solution for or to deal proactively with work-related problems
- Other Physical Requirements:
 - Vision (Near, Distance, Color, Peripheral, Depth Perception)
 - Ability to wear Personal Protective Equipment (PPE) (PPE)

* It is the responsibility of the employee to notify his/her current manager regarding a job bid for a position in a different department.