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HR must always include human intelligence and oversight of AI in decision-making in hiring and firing, a legal expert said at SHRM24. She added that HR can ensure compliance by meeting the strictest AI standards, which will be in Colorado's upcoming AI law. The Maintenance Supervisor reports directly to the Senior Maintenance Manager. The
individual is reusable for being the liaison between the Maintenance Supervisor is also responsible for interacting with and supporting plant personnel, enforcing all maintenance and procedures, and executing and maintaining all
employee safety policies, manufactpolicies, manufactpolicies, and associated administrative policies. Duties & Responsibilities 1 Download PDF with all 10 Maintenance Supervisor must
anticipate, identify and correct any problems involving the property and implement procedures that will prevent problems. Duties & Responsibilities 3 Conduct all business by company policies and procedures, state and federal laws; e.g. OSHA, ADA, Fair Housing Maintain thorough knowledge of pertinent laws and EPA and OSHA regulations
governing proper storage and management of hazardous materials, including solvents, flammables, caustics, and refrigerants Conduct regularly schedule maintenance activities, such as make-readies and service requests Monitor and prioritize service requests and tasks. Identify and
expedite emergencies, and monitor workload throughout the day to ensure tasks are completed timely and efficiently Schedule and perform routine preventative maintenance on all appropriate equipment Oversee all work or services performed by outside vendors and contractors Train and develop the community's maintenance team Maintain
accurate records regarding preventative maintenance, service requests (received and completed), expenditures, unit make-ready status, and work-in-progress Responsible for all inventory levels of spare parts and supplies; place orders as necessary Requirements & Skills 3 A Maintenance Supervisor is responsible for ensuring that the physical
aspects of the property meet the company's established standards and any applicable laws. This is done for safety, appearance, and operational efficiency reasons and must fall within financial goals. A Maintenance Supervisor leads the on-site maintenance staff and participates in the diagnosis of problems and repair in areas such as HVAC, electrical,
plumbing, pool, carpentry, dry walling, exterior, or structural and appliance. Duties & Responsibilities 4 Provide expected and unexpected service to residents while maintaining the company's investment. Supervise Service to residents while maintaining the company's investment.
residents prioritizing the service requests and ensuring they a prompt and timely manner. Prepare vacant units, as needed, for new residents ensuring that the unit meets the company's standards/checklist. Review contractors in the company's standards/checklist. Review contractors and ensuring that the unit meets the company's standards/checklist. Review contractors and ensuring that the unit meets the company's standards/checklist.
manage a budget. Inspect the l aspects of the property; grounds, building, vacant and apartments, and fire alarms, as part of preventive maintenance and curb appeal. Work with Property Manager to oversee capital improvement projects. Schedule and track serviassistingng assistance with service request issues; troubleshoot, when applicable.
Requirements & Skills 4 Education Required Minimum tools required. Valid driver's license and reliable transportation required Minimum tools required Education Required Education Required Minimum tools required.
screwdrivers, pliers, wrenches, drills, etc. Administratthe I've Skills - the ability to interpret Company policies and procedures, track invention ry and bids, and answer phones. Analytithe cal Skills - the ability to interpret Company policies and procedures, track invention ry and bids, and answer phones. Analytithe cal Skills - the ability to interpret Company policies and procedures, track invention ry and bids, and answer phones.
Communication/Languthe age Skills - the ability to read and comprehend warning labels and service requests, the ability to prioritize projects, ser, vice requests, and other tasks, the ability to maintain records and schedule tasks for Service
Technicians, ability to handle unforeseen circumstances. Computer Skills - Outlook, One-Site (if assigned to payables). Creatthe I've Skills - the ability to find the most efficient way to complete a task, continuously look for ways to ret, in residents, and improve the property. Leadersthe hip Skills - the ability to find the most efficient way to complete a task, continuously look for ways to ret, in residents, and improve the property.
maintenance staff as a role model. Manual Skills - Changing locks, cleaning, as needed. Maintenance Skills - plumbing, electric, HVAC, carpentry, appliance repair, painting, drywall, pool. Mathematithe cal Skills - the ability to manage budget, ability to calculate pricing and discounts, ability to calculate s, square
footage, and read proper measurements. Other Skills - confidentiality, customer service, decision-making, initiative, patience, professionalism, teamwork. Our Maintenance Supervisor to oversee and manage the maintenance of our equipment and technical staff. You'll be working as a hands-on Supervisor and be
responsible for supervising the daily work and performance of every employee on assigned shift to achieve team and company objectives. Duties & Responsible for promoting, supporting and enforcing the elements of ISO 9001 as they apply to the maintenance department. Creates work schedules for all employees on assigned
shiftConduct daily shift start-up meetings (Tool Box Meetings) discussing safety issues and the expected workload. Maintain strict adherence to company and safety policies/procedures. Participates in safety meetings and dialogs, performs Job Hazard Analysis, and performs Incident Investigations as needed to maintain the safest work environment
possibleTakes ownership of safety processes; performs maintenance safety program audits (Lockout/Tag out, Confined Space, Fall Protection, PPE, mobile equipment, etc.). Inform Manager of all employees in the extrusions maintenance department which
includes mechanics, welders, electricians on assigned shiftEnsure machinery in area is safe and working optimally; maintain constant alert for hazardous conditions and repair heavy industrial machinery which includes plant equipment, piping
systems, fluid power systems, cutting, burning and all types of welding. Be responsible for troubleshooting, repairing, inspecting, modifying, rebuilding and maintaining plant equipment including forklift, man lift, scissor lift, and overhead cranes as neededPerform preventive maintenance on equipment and make repairs or
improvements as needed. Monitors condition of equipment and makes maximum use of planned outages Works with Purchasing, Maintenance Manager, the Maintenance Supervisor is responsible for managing
maintenance personnel and coordinating maintenance activities for the building and equipment in support of production, sanitation, distribution, and safety goals consistent with the vision and values. This position will work closely with the Maintenance Manager, and other operations, maintenance, and engineering to ensure success.
Duties & Responsibilities 6 Requirements & Skills 6 Maintenance Supervisors lead our maintenance team within a dynamic, fast-paced environment where no two days are the same. Our supervisors are responsible for maintaining the overall physical condition of the community, providing world-class customer service, and managing and supporting a
team of maintenance employees focused on representing most professionals positively in a positive way. Duties & Responsibilities 7 Requirements & Skills 7 The Maintenance Supervisor will perform complex, non-repetitive, supervisory duties which will monitor department all maintenance associates. Ensure that all
paperwork is distributed & being filled and prompt timely manner. Maintain a safe environment to work in & monitor all necessary procedures and oversee the entire installation, operation; design/adapt special production machinery; and maintain
surveillance over manufacturing processes to reduce and control costs to facilitate production at maximum efficiency and safety at minimum cost. Duties & Responsibilities 9 Direct training of associates in electronic, mechanic, al, hydraulic and pneumatic maintenance and repair of machinery and equipment. Assist associates in electronic, mechanic, al, hydraulic and pneumatic maintenance and repair of machinery and equipment.
malmachinesns in machines and equipment. Direct associates in dismantling, g, assembling and installing industrial machinery during plant repair, modification, and/or expansion. Interpret company policies to associates and enforce safety regulations. Suggest changes in working conditions and use equipment to increase the efficiency of shop, p,
department, and/or maintenance crews. Initiate and/or suggest plans to motivate associates on specific equipment modification problems or assist associates and/or contractors in solving related problems
Requirements & Skills 9 We are looking for a Maintenance Supervisor to join our team and act as a leadership figure, ensuring effective maintenance service for all plant production and processing, production, and seasonal
operations through a thorough and continuing evaluation of production, not seasonal requirements, techniques, procedure, so facilities, and equipment. Maintains constant contact with production and processing supervision to obtain maximum machine uptime. Requirements & Skills 10 Demonstrated ability to safely work on and around
complex, highly automated manon-temperature-regulated environment. Strong troubleshooting, opting, verbal, and written communication skills in Electrical, PLC, Pneumatics, Hydraulics, Motors, motion control, and
mechanical systems. Skills of a maintenance supervisor: Technical proficiency: A maintenance supervisor should have strong technical knowledge and expertise in the maintenance supervisor should be able to lead a team of maintenance technicians, assign work, delegate
responsibilities, and ensure that all work is completed efficiently and effectively. Communication: A maintenance supervisor should have excellent communication skills to interact with other departments, vendors, and customers, as well as to train and mentor maintenance technicians. Planning and organization: A maintenance supervisor should be
able to plan and prioritize work schedules and allocate resources effectively, including labor, materials, and equipment. Problem-solving: A maintenance supervisor should have strong attention to
detail to ensure that work is completed to the required standards and specifications. Safety awareness: A maintenance supervisor should have a strong awareness of safety protocols and regulations to ensure the safety of maintenance supervisor should have a strong awareness of safety protocols and regulations to ensure the safety of maintenance supervisor should have a strong awareness of safety protocols and regulations.
supervisor may include: Assigning work orders to maintenance technicians and ensuring that work is completed efficiently and effectively Conducting inspections and preventive maintenance to identify potential issues and ensuring that work is completed efficiently and effectively Conducting inspections and preventive maintenance to identify potential issues and ensuring that work is completed efficiently and effectively Conducting inspections and preventive maintenance to identify potential issues and ensuring that work is completed efficiently and effectively conducting inspections.
troubleshooting problems as they arise Ordering and maintaining an inventory of maintenance supplies and equipment Communicating with other departments, vendors, and customers to coordinate maintenance activities Training and mentoring maintenance technicians to ensure they have the necessary skills and knowledge to perform their job
duties Ensuring that maintenance work is completed safely and in compliance with all applicable regulations and standards. We use cookies to offer you our service. By continuing to use this site, you consent to our use of cookies to offer you our service. By continuing to use this site, you consent to our use of cookies to offer you our service. By continuing to use this site, you consent to our use of cookies as described in our policy Learn about the key requirements, duties, responsibilities, and skills that should be in a
maintenance supervisor job description. A maintenance supervisor coordinates the installation, maintenance and repair work in buildings or large complexes. They manage a team of workers, regularly inspect sites, execute work as necessary, maintenance supervisor good description. A maintenance supervisor coordinates the installation, maintenance and repair work in buildings or large complexes. They manage a team of workers, regularly inspect sites, execute work as necessary, maintenance supervisor good description.
by highlighting why your company is a great place to work. Use this section to describe the company culture, team values, and any awards your company has won. You may also want to mention if the maintenance supervisor your company has won. You may also want to mention if the maintenance supervisor your company has won. You may also want to mention if the maintenance supervisor would work at one or multiple buildings and if they are residential, commercial, or a combination. Maintenance supervisor your company has won.
Responsibilities: Use this section of your maintenance supervisor job description to share the job responsibilities. Share a detailed list so candidates can decide whether they have the necessary skills and want to apply for the job. You may be looking for a maintenance supervisor who: Hires and manages maintenance workers. Supervisor maintenance supervisor who: Hires and manages maintenance workers. Supervisor maintenance supervisor who: Hires and manages maintenance workers. Supervisor maintenance workers.
workers and contractors. Organizes and leads maintenance trainings. Sets the shift schedule and assignments. Develops maintenance policies and procedures. Orders tools, supplies, and equipment. Responds to maintenance work as
needed. Evaluates worksites to determine necessary maintenance work. Escalates issues to management and recommends solutions. [Work Hours and Benefits] Share whether you're
looking for a full-time or part-time maintenance supervisor. Note if the maintenance supervisor would need to work a rotating shift schedule, mention the various shift days and hours. Show that their hard work will pay off by sharing the benefits offered for the role, such as health insurance,
dental insurance, life insurance, life insurance, paid time off, parental leave, and retirement planning. If you know it, it's helpful to include the intended salary range or hourly rate so candidates can determine whether it works for them. Maintenance Supervisor Qualifications and Skills: Use these sections of your maintenance supervisor job description to specify the
job requirements. Here are some examples to get you started: Knows maintenance workers and has strong leadership and interpersonal skills. Education and Experience Requirements: A high school diploma or equivalent is required. Must finish OSHA 30-hour
training within the first three months of work. At least [number] years of maintenance supervisors to apply and say that you look forward to
reviewing their resumes. Additionally, provide instructions for applying from the job board, your company's website, or by contacting the hiring manager. Start growing your business by finding the right talent today. With our Monster+ plan, you can post a new job right now. It's a simple, easy way to attract the ideal candidates and drive your
business forward. Different industries and organizations will have varying demands for what they expect from a maintenance supervisor on a day-to-day basis. Still, the overall goal is to ensure that the workforce is properly trained, organized, and has access to tools and parts they need to execute assigned tasks. Considering that, maintenance
supervisors can expect to do the following: Prepare maintenance schedules in line with the organization's maintenance goals and monitoring PM compliance. Frequently inspect facilities to proactively detect potential problems and recommend the necessary repair or maintenance. Provide support and advice during staff recruitment and ensure the
proper onboarding and training process. Oversee and enforce good record-keeping practices (be it pen and paper or CMMS software like Limble). Generate work orders, enter comprehensive job details, and assign work to qualified team members. Occasionally inspect the quality of performed maintenance work. Communicate policies, procedures,
and any updates to maintenance staff. Check that every single job is executed on time, to the budget, and without compromising building users' safety. Work closely with vendors, outsourced service providers, and contractors to protect the interests of the facility. Keep an eye on materials and spare parts inventory. Help with the development of
maintenance procedures and proactive maintenance programs like preventative maintenance budget. Recommend budget items, contributing to the development of an annual maintenance budget. Recommend budget items, contributing to the development of an annual maintenance budget.
supervisor, you can work at any business that has a maintenance team that needs to be managed. While reviewing maintenance supervisor job posts, we found that there is a lot of need for building, apartment, and plant maintenance supervisor This position
requires a supervisor who will oversee a team responsible for the maintenance of a certain building, usually a commercial property. The supervisor will manage the technicians responsible for the maintenance of a certain building, usually a commercial property. The supervisor will manage the technicians responsible for the maintenance of a certain building. They are expected to provide detailed instructions and pitch in to help when necessary. Also, they will often
and plumbing projects. Unlike in commercial buildings where occupants close for the day after work, a residential building doesn't get such a break. Hence, it is essential that the supervisor has the foresight and experience to plan and schedule maintenance tasks with minimal disturbance to the occupants. Plant maintenance supervisor This
represents a fully industrialized environment. The maintain physical assets used at their plant). They will supervise the team and maintain complex plant systems and equipment to meet production deadlines and preserve product
quality. They should also have to be highly observant and diligent with safety regulations as the manufacturing industry has been called out time and again by agencies like OSHA for its poor safety records. For example, in this report, OSHA warns that manufacturing employees suffer the most from work-related injuries. Maintenance supervisor
salary From all the above, it's obvious that maintenance supervisors do quite a lot. So, if you were to choose this career path, what kind of compensation should you expect? The exact salary for this position will depend on the type of maintenance supervisor job, size of the organization, and to some degree, on the years of experience in this or similar
roles. Here are some figures for full-time maintenance supervisor salaries, gathered from major job platforms: According to Salary.com, the median yearly salary for a maintenance supervisor is around $80k. This is considerably higher than what other platforms report (see below). Totaljobs puts the yearly average salary in the United Kingdom at
£38.7k ($53.7k). Glassdoor puts the average salary compared to maintenance supervisors earn $53.6k annually plus overtime of $7.5k per year. They also list the most common benefits which you can see on the screenshot below. This is a higher average salary compared to maintenance technicians and mechanics, but not by
much. The real difference seems to be at the top end of the scale. In other words, a well-paid maintenance supervisors to be at the top end of the scale. In other words, a well-paid technician. Skills and requirements to look for in maintenance supervisors Employers looking to add maintenance supervisors to their payroll should have a clear idea of what they expect
from them. It is important to identify the role-specific hard skills and soft skills required for hiring a good maintenance supervisor. Here are some qualities that we advise employers to look for when hiring for this role: Technical skills It's impossible to teach what you don't know. A maintenance supervisor is responsible for guiding and monitoring
technicians and artisans. And although you can't expect them to know everything about every piece of equipment, they should at least have a strong technical background suitable for the industry where they work in. If not, it would be incredibly hard to train people and oversee their work. This technical knowledge will come in handy when creating
preventive maintenance checklists, managing the work order process effectively, handling emergencies, creating troubleshooting guidelines, etc. An eye for detail The ability to spot potential issues and act quickly often averts serious problems at any facility. Therefore, a maintenance supervisor can't afford to be sloppy or continuously overlook minor
 issues at their location. Additionally, as someone who has to inspect work, check for compliance, and participate in the creation of different procedures, it helps to have good attention to details combined with a problem-solving mindset. Emotional intelligence A great maintenance supervisor directs the team and is able to influence team members'
emotional state positively even when morale is low. But this requires self-awareness, interpersonal skills, and empathy. They need to put personal issues aside and focus on getting the job done. Similarly, it's important that supervisors can remain composed even on those days where everything seems to be going wrong. The behavior of a maintenance
supervisor in tough situations will reflect on the quality of performed work. It is the difference between being able to keep the team calm and focused versus bringing in additional nervousness that is very disruptive. Leadership qualities Supervisors with good leadership skills help ensure that the maintenance team functions as a cohesive unit
working towards common goals. They should have good communication skills, know when and how to delegate, spot and resolve conflicts between team members, and be able to handle different temperaments. Education requirements Most employers would require at least a high school education to qualify, while others prefer candidates with a
post-secondary education up to a bachelor's degree. Still, there are employers that will hire supervisors without a degree if the candidate has prior experience in a leadership role with proven records of successfully managing other staff. Some maintenance supervisors end up in this role by being promoted from the position of a maintenance
technician or a similar role. In fact, many organizations will look for supervisors that have such hands-on experience, which makes a lot of sense when you look at the maintenance supervisors that have such supervisors who
technologies will be a big plus and offer a competitive advantage in the job market. Recommended certifications. Ideally, these certifications should provide strong technical knowledge combined with
managerial skills. Some of the popular certifications for maintenance supervisors include: Finding skilled maintenance workers is their biggest challenge right now. This means that employers have to approach the hiring process with enough attention and effort. Utilizing
skills-based hiring allows employers to outline particular technical skills required for the role, as well as identify top maintenance candidates for employee by listing duties, responsibilities, and working conditions (like expected levels of overtime work and
general work environment). They should offer reasonable compensation and be sure to highlight the benefits and perks that come with the job. If that fails, organizations can always look to promote one of their technicians/mechanics/electricians into a more supervisory role, which is also a great way to show existing workers that hard work will be
rewarded. The Maintenance Supervisor plays a vital role in ensuring the smooth functioning of a company's facilities and equipment. This position is crucial for maintaining operational efficiency and safety standards, which directly contribute to achieving the organization's business goals. By overseeing daily maintenance activities and managing a
skilled team, the Maintenance Supervisor ensures that all systems are running optimally, thereby minimizing downtime and enhancing productivity. Key responsibilities of a Maintenance Supervisor include managing maintenance operations, leading a team of technicians and staff, and overseeing specific areas such as mechanical, electrical, and
plumbing systems. They are also responsible for scheduling regular maintenance costs and ensuring for maintenance costs are costs and ensuring for maintenance costs and ensuring for maintenan
overall objectives and providing a safe working environment. What Does a Maintenance Supervisor is responsible for overseeing the daily operations of maintenance staff and ensuring that all facilities are operating at peak efficiency. Their primary responsibilities include scheduling maintenance tasks, conducting
regular inspections, and coordinating repairs to various systems and equipment. They play a critical role in managing a team of maintenance technicians, providing guidance and support, while also ensuring that safety and compliance standards are met. In addition to supervising staff, the Maintenance Supervisor interacts with other departments and
customers to address maintenance issues and provide timely solutions. Daily activities for a Maintenance Supervisor often involve adjusting store layouts to improve functionality, managing staff schedules to optimize labor resources, and prioritizing emergency repairs. They are also responsible for maintaining records of maintenance activities and
budgets, ensuring that all repairs are completed within the allocated timeframe and budget constraints. Furthermore, handling customer complaints related to maintenance issues promptly and maintain a high level of customer satisfaction
Overall, a Maintenance Supervisor plays a vital role in maintaining the operational integrity of facilities and ensuring a safe and efficient environment for both staff and customers. Sample Job Description Template for Maintenance Supervisor role. It outlines are description template for Maintenance Supervisor role.
the essential duties, skills, and qualifications required for this important position within an organization. Maintenance Supervisor job Description Template The Maintenance Supervisor gob Description Template The Maintenance Supervisor is responsible for overseeing the maintenance operations of the facility, ensuring that all equipment and systems are functioning efficiently. This role involves
managing a team of maintenance technicians, coordinating repairs, and implementing preventative maintenance programs to minimize downtime and enhance operational efficiency. Typical Duties and Responsibilities Supervise and train maintenance staff, ensuring adherence to safety protocols and company policies. Schedule and prioritize
maintenance tasks to ensure timely completion of work orders. Conduct regular inspections of facilities and equipment to identify issues and initiate repairs. Develop and implement preventative maintenance programs to prolong the lifespan of equipment. Maintain accurate records of maintenance activities, including work orders and inventory
control. Coordinate with external contractors for specialized maintenance tasks and repairs. Monitor maintenance budgets and ensure cost-effective use of resources. Education and Experience A high school diploma or equivalent is required, with a preference for candidates who have completed additional technical training or certification in
 maintenance management. A minimum of 5 years of experience in a maintenance role, including supervisory experience, is preferred. Required Skills and Qualifications Strong leadership and team management software and tools. In-depth
knowledge of electrical, plumbing, and HVAC systems. Effective communication skills, both verbal and written. Ability to work flexible hours, including weekends and holidays as needed. Maintenance Supervisor Duties and Responsibilities The Maintenance Supervisor plays a crucial role in ensuring the efficient operation and upkeep of facilities by
overseeing maintenance staff and activities. The primary responsibilities include: Supervising a team of maintenance schedules and prioritizing work orders to ensure tasks are completed effectively and safely. Coordinating maintenance schedules and prioritizing work orders to ensure tasks are completed effectively and safely.
equipment, ensuring availability while controlling costs. Conducting regular inspections of facilities and equipment to identify maintenance programs to extend the life of equipment and reduce emergency repairs. Training and mentoring maintenance staff on best practices
safety protocols, and new technologies. Maintaining accurate records of maintenance activities, including work orders, inventory usage, and equipment repairs. Collaborating with other departments to ensure maintenance aligns with operational goals and timelines. Assisting in budget preparation and monitoring expenses related to maintenance
operations. Responding to emergency maintenance Supervisor, a combination of technical expertise and interpersonal skills is essential for effective team management and operational efficiency. Strong knowledge of
maintenance management software and tools Proficiency in troubleshooting and repairing mechanical, electrical, and plumbing systems Excellent leadership and team management skills Effective communication skills, both verbal and written Ability to prioritize tasks and manage time efficiently Strong problem-solving skills and attention to detail
Knowledge of safety regulations and compliance standards Experience in budget management and cost control Maintenance Supervisor, candidates typically need a combination of formal education and hands-on training. A high school diploma or GED is
generally the minimum requirement, though many employers prefer candidates with an associate's or bachelor's degree in facilities management, engineering, or a related field. Relevant certifications, such as the Certified Maintenance Manager (CMM) or the Certified Facility Manager (CFM), can enhance a candidate's qualifications and are often
favored by employers. In addition to formal education, aspiring Maintenance Supervisors should gain extensive experience in maintenance roles, often progressing from technician positions to supervisory roles. Specialized training in areas such as HVAC, plumbing, electrical systems, and safety protocols is also essential. Some positions may require
specific licenses, depending on state regulations. Additional certifications like OSHA safety training or project management can be advantageous and may be required for certain employers. Overall, a combination of education, hands-on experience, and relevant certifications is crucial for success in this role. Maintenance Supervisor Experience
Requirements A typical Maintenance Supervisor is expected to have several years of relevant experience in maintenance roles, participating in internships, or working as a technician in various trades. These roles help build
foundational knowledge and skills in maintenance operations. Relevant work experience to effectively communicate with clients and staff, as well as project management experience that showcases the ability to oversee maintenance
projects from inception to completion. Frequently Asked Questions What are the primary responsibilities of a Maintenance Supervisor? A Maintenance staff and ensuring that all maintenance tasks are completed efficiently and effectively. This includes scheduling regular
maintenance, conducting inspections, managing repair projects, and ensuring compliance with safety regulations. They also play a key role in training staff and developing maintenance Supervisor include strong
leadership and communication abilities, as they must coordinate a team and interact with other departments. Technical knowledge in various maintenance areas such as plumbing, electrical work, and HVAC systems is crucial. Additionally, problem-solving skills and the ability to manage time and resources effectively are important for ensuring that
maintenance tasks are completed on schedule. How does a Maintenance Supervisor ensure safety standards are met? A Maintenance Supervisor ensures safety protocols, and ensuring that all maintenance activities comply with local, state, and federal
regulations. They also maintain safety records and implement corrective measures when necessary to address any safety concerns that may arise during maintenance Supervisor? The typical work environment for a Maintenance Supervisor is often in industrial, manufacturing, or
facility management settings. They may work in various locations, including factories, office buildings, or residential complexes. The role often requires both office work for planning and administrative tasks, as well as hands-on work in the field supervising maintenance activities and addressing urgent repair needs. What qualifications are needed to
become a Maintenance Supervisor? To become a Maintenance Supervisor, candidates typically need a high school diploma or equivalent, though many employers prefer an associate's degree or higher in a related field. Relevant experience in maintenance work is crucial, often requiring several years of experience in a supervisory role. Certifications
in specific maintenance areas, such as HVAC or electrical systems, can also enhance a candidate's qualifications and job prospects. Conclusion In summary, the role of a Maintenance Supervisor is pivotal in ensuring the seamless operation of facilities and equipment. This job description outlines the key responsibilities, skills, and qualifications
necessary for success in this position. By utilizing the sample template and guidelines provided in this article, aspiring Maintenance Supervisors can effectively craft their resumes and present themselves as strong candidates in the job market. Remember, each step you take in your career is a building block towards your future success. Embrace theesessary for success in this position. By utilizing the sample template and guidelines provided in this article, aspiring Maintenance Supervisors can effectively craft their resumes and present themselves as strong candidates in the job market.
challenges and opportunities that come your way, and never stop striving for excellence! For further assistance in your job search, explore our resume templates, utilize our resume builder, check out resume examples, and find inspiration in our cover letter templates. The primary responsibilities of a Maintenance Supervisor include overseeing the
maintenance team, ensuring all industrial machines and equipment are well-maintained and functioning efficiently, scheduling repairs and regular maintenance, reducing machine downtime, and complying with safety regulations. What qualifications are typically required for a Maintenance Supervisor position? Common qualifications for a
Maintenance Supervisor position include a high school diploma or equivalent; however, many employers prefer candidates with a bachelor's degree in engineering, manufacturing industry and a sound understanding of mechanical and electrical systems are
often required. Are there any specific skills that enhance a Maintenance Supervisor's effectiveness? Yes, key skills include strong leadership abilities, proficiency in maintenance management systems, and a deep understanding of safety standards and compliance. Technical skills related to
the specific manufacturing equipment used are also highly beneficial. What are the typical working hours for a Maintenance Supervisors typically work full time, but hours can vary depending on the specific needs of the manufacturing facility. This may include evenings, weekends, and sometimes being on call in case of
emergencies or unexpected machine breakdowns. How does one advance in a career as a Maintenance Supervisor? Advancement in this career often involves gaining additional education, certifications related to industry standards and safety regulations, and experience in various aspects of maintenance. Successful Maintenance Supervisors may move
into higher management roles, such as Maintenance Supervisors in the Manufacturing industry? The job outlook for Maintenance Supervisors in the manufacturing industry remains positive as these roles are
critical for the uninterrupted operation of manufacturing facilities. The demand for skilled supervisors who can manage teams and ensure effective maintenance practices is expected to remain stable or grow as industries continue to emphasize equipment efficiency and safety. Do Maintenance Supervisors require any specific certifications? While not
always mandatory, certifications can be beneficial in enhancing a Maintenance Supervisor's job prospects and expertise. Popular certifications include the Certified Maintenance & Reliability Professional (CMRP) and the Certified Plant Maintenance Manager (CPMM). Obtaining these certifications demonstrates a higher level of knowledge and
competence in the field. Finding suitable profiles for the maintenance supervisor position can be tough. To ensure you need to do is to draft a comprehensive maintenance supervisor job description. Recruiting for maintenance teams is difficult since some job titles, like the maintenance supervisor position.
supervisor, tend to overlap with others and their requirements vary from industry. To clear the smoke and help you find the right person to oversee your emergency and preventive maintenance program, in this article, we'll break down the maintenance supervisor job description and list the typical duties and responsibilities that the job
entails.Let's get started.What Does a Maintenance Supervisor Do - Typical Roles in OrganizationsA maintenance supervisor, as the name suggests, is responsible for planning, directing, and leading the maintenance supervisor, as the name suggests, is responsible for planning, directing, and leading the maintenance supervisor are considered middle managers (in some
smaller organizations, they assume the responsibilities of a typical line manager). This means that they directly manage maintenance technicians and report to maintenance staff, oversee the repair work, and direct equipment maintenance (such as building
systems, HVAC/air conditioning, etc.). Furthermore, they report everything to their supervisors, implement their policies, and create a safe working environment by enforcing relevant safety regulations. The maintenance supervisor role is a critical one, since it serves as a bridge between the technicians and the top-level management. What separates a safe working environment by enforcing relevant safety regulations. The maintenance supervisor role is a critical one, since it serves as a bridge between the technicians and the top-level management. What separates a safe working environment by enforcing relevant safety regulations. The maintenance supervisor role is a critical one, since it serves as a bridge between the technicians and the top-level management.
maintenance supervisor from a maintenance manager job description is the fact that their jobs mainly revolve around the smooth execution of the maintenance and repair work. On the other hand, maintenance managers, in addition to delegating tasks and ensuring execution, are also involved with strategy. If you're interested in learning more via
video, then watch below. Otherwise, skip ahead. Supervisor Job Description TemplateCreating a job description, especially for a complex position such as a maintenance supervisor, requires some time and patience. That's because drafting a JD isn't as simple as listing down the duties that the incumbent would be responsible for. Instead, it requires
breaking everything down into multiple sections - starting off with a job brief (or "overview," if you will) that summarizes everything and is suitable for online job boards. Your brief should sum up the job responsibilities, how they align with the grander strategic objectives of the organization, and what is required - without getting knee-deep into they align with the grander strategic objectives of the organization, and what is required - without getting knee-deep into they align with the grander strategic objectives of the organization.
specifics. Here's a ready-to-use maintenance supervisor job description brief that should work for almost any organization (simply replace "X" with whatever your requires): "We are currently on the lookout for suitable candidates to join our maintenance department as a maintenance supervisor. The ideal candidate should have at least X years of
report to X, implement policies, and resolve any issues of the maintenance personnel. The role requires strong leadership, time management, and excellent communication skills are required. In addition to all of the above, ample hands-on experience with a modern computerized maintenance management software (CMMS) is a plus. "Again, this is just a
generic skeleton that should work for most companies. You can tweak it and add the special requirements of your organization to it. Maintenance Supervisor Job Description - Duties and TasksOnce you're done up a brief, the next step in creating a maintenance supervisor job description is to list the different duties and responsibilities that the role
entails. Of course, the specific details will vary from company to company, Here are some typical maintenance supervisor responsibilities and duties: Plan out, supervise, and report all the maintenance schedules to ensure the longevity of the facilities, equipment, and
other assets. Work with the human resource department and maintenance managers to recruit, select, and onboard capable personnel for the maintenance department. Work with maintenance managers to recruit, select, and onboard capable personnel for the maintenance department.
tixed intervals. Conduct safety inspections, ensure that all personnel are using safety equipment, and are in compliance with OSHA standards. Coordinate with the maintenance management, Resolve issues of the technicians to the best of their
abilities, gather feedback, and convey it to the top management. Use the company's computerized maintenance management system to ensure the smooth execution of the maintenance and repair work. You may pick all or any of the duties and responsibilities listed above for your job description and even add some additional ones that fit your
company's requirements. Maintenance Supervisor Job Description - Required Qualifications We've gone over the summary and the main responsibilities. In the next section of your maintenance supervisor job description, you'll have to specify the academic and professional criteria for the role. While there are no universal requirements, here's a list of
requirements that can help you attract highly competent candidates: The candidates should at least have a high school diploma. A bachelor's degree in a relevant field (like engineering, operations management, etc.) is a huge plus. Some popular options include the
International Maintenance Institute (IMI), Maintenance and Reliability Professionals (SMRP), and the National Apartment Association (NAA) certifications. They should have 3-5 years of maintenance experience. An additional 2 years of experience supervising technicians is a
substantial edge. Out of all the above, ample hands-on maintenance experience is the most important. Maintenance Supervisors, the ideal candidate should possess both technical and managerial/soft skills. Let's take a quick look at the ones that are high in
demand: Strong leadership skills, such as the ability to delegate, guide, and motivate followers, are necessary. As mentioned before, the candidate should be able to cultivate and maintain positive interpersonal relationships with their colleagues. Since
maintenance supervisors have to supervisors have to supervise a lot of tasks, their time management skills should be comfortable working with computer programs (including MS Office and an advanced CMMS software or two). In addition to the above, the ideal candidate should meet the physical demands for conducting routine inspections of
the facilities, building systems, and/or the equipment. Becoming the Ideal Maintenance Supervisor With all of the information at your disposal, you can now easily create the perfect maintenance supervisor job description. Furthermore, a technician who aspires to become a supervisor can use this as a roadmap to take the next step. However,
realistically speaking, not every candidate will possess all of the qualifications, skills, and required experience listed above. If you manage to find a profile that ticks all of those boxes, consider yourself extremely lucky. But you'll probably have to compromise in one way or the other, and there's nothing wrong with it. There's a lot that the maintenance
supervisor job description entails. Read on to learn everything you need to know to attract competent candidates for the role Josh is a partner at Maintenance Manager HQ.
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