



POSITION DESCRIPTION

Title: Maintenance Supervisor
Reports To: Director of Operations / Production Manager
Location: Riverside, CA
Level:

General Description:

The Production & Facilities Maintenance Supervisor is responsible for monitoring and execution of Preventative Maintenance activities on production equipment used in the assembly and along with general manufacturing equipment. Position is responsible for tracking repair activities, assuring adequate spare parts are in stock, and manufacturer recommended maintenance schedules are performed. Position will also be required to support non-routine service requests to assure maximum equipment uptime is maintained. In addition, this position will provide facilities maintenance support for distribution and office areas of the building.

Scope & Responsibilities:

- Performs maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, electrical, or vehicle servicing. Is knowledgeable in the procedures and safety measures
- Performs general building maintenance as directed, such as lamp replacement, simple construction, wiring, repair of overhead doors and plumbing
- Responsible for clean-up of the work area as well as ensuring equipment is clean and areas around equipment is clean and organized
- Must be able to work in a fast paced environment
- Must be flexible and able to change direction to help out in areas beyond typical day-to-day activities
- Lean, Kaizan, continuous improvement mind-set
- Responsible for any other project or work load as designated by manager

Specific Duties:

- Develop Supporting Documentation and ensure procedures are followed
- Develop and maintain check lists for equipment, machine, fixtures
- Contact suppliers to resolve issues with machinery/equipment. Provide recommendations on resolution
- Fabricates parts by operation of grinders, drill presses, air compressors and other related shop equipment and tools

- Makes necessary repairs to equipment through adjusting, repairing or replacing mechanical or electrical system parts and components, using various tools. Test and adjust repaired systems for proper performance. Reads and interpret drawings, specifications and shop manuals
- Responsible for conducting all preventative maintenance checks and services on assigned equipment
- Perform all PM's to standard and initiate actions to correct deficiencies as well as maintains accurate records on PM's conducted and makes recommendations to improve operational status of all equipment
- Operate hand trucks, pallet jacks, and forklifts in accordance with OSHA requirements
- Continuously look for opportunities for improving operations
- Function as a key member on the Operations Team in leading and demonstrating Yakima's Core values while ensuring daily business and customer service objectives are achieved
- Adhere to required health and safety regulations and practices
- Design and implement continuous improvement of various monitoring, measurement and reporting metric systems
- Carry out other duties, responsibilities, and projects as may be assigned, in an effective manner

Qualifications:

- High school diploma and with 5 - 10 years' experience in maintenance required
- BS/BA preferred
- Current forklift (sit-down and standup) certification required
- Knowledge of industrial electricity including single-phase and three-phase power
- At least 5 years' experience with hand and power tools (such as drills, fasteners and saws) in a facilities, distribution and/or manufacturing environment
- Knowledge of mechanical theory including bearings, hydraulics, pneumatics, conveyor, construction, and operation
- Willing and able to climb to the 100-foot level to make repairs with or without reasonable accommodation
- Willing and able to lift parts and tools weighing up to 80 pounds with or without reasonable accommodation
- Willing and able to perform tasks which include repetitive bending, crouching, kneeling, reaching, twisting, sitting, standing, and walking with or without reasonable accommodation
- Ability to lift 50+ pounds on a repetitive basis
- Must be willing to work flexible schedules, when necessary and as required, to support the workload for end of month/quarter/ year periods
- Reliable team player with a willingness to learn, lead, and take action
- Good communication skills and an ability to adjust and follow instruction in a fast paced environment. Use experience and judgment to plan and accomplish goals
- Strong attention to detail and the ability to follow step-by-step instructions
- Written and Oral Skills: English mandatory. Spanish preferred

- Excellent organizational skills and attention to detail
- Five (5) years in effectively prioritizing and managing work
- Demonstrate the ability to be flexible, accept new ideas and input positively, and be open to new work approaches and processes
- Five (5) years' experience working independently
- Authorization to work in the United States
- Must possess a valid U.S. driver's license with no major violations within the last five (5) years

Physical Requirements:

- Able to be standing and walking for extended periods of time
- Able to sit and work at a computer keyboard for extended periods of time
- Able to perform general office and administrative duties: copying, filing, using a telephone, etc.
- Able to stoop, kneel, crouch, bend, at the waist and reach on a daily basis
- Able to safely lift, carry, and move up to 50lbs, frequently
- Able to safely lift, carry, and move up to 75 lbs, occasionally
- Must have corrected vision to 20/30
- Must not be color blind
- Must be able to work overtime and/or weekends as required
- Must be able to travel domestically via commercial carrier

Dimensions:

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|--------------------------------|---------------------------|
| • Communication | • Initiating Action |
| • Contributing to Team Success | • Managing Work |
| • Customer Focus | • Planning & Organization |
| • Decision Making | • Quality Orientation |
| • Facilitating Change | • Stress Tolerance |
| • Follow-up | • Tenacity |

Hiring Manager Signature

Date

Human Resources Signature

Date