**Job Title:** Maintenance Supervisor

**Department:** Maintenance

**Classification:** Regular, Full-time, Salary, Exempt

**Salary**: $65-70K

Union Special, LLC is seeking a reliable and experienced Maintenance Supervisor to oversee installation, repair, and upkeep operations of facility and production equipment. The ideal candidate will ensure that all physical resources are available and maintained to support our business operations effectively and within budget.

A successful Maintenance Supervisor will have a solid understanding of plumbing, electrical systems, carpentry, and other crafts. They should be well-versed in maintenance processes and health, safety and environmental regulations, and capable of undertaking administrative tasks such as reporting and budgeting.

**Responsibilities**

* Work under and at the direction of Maintenance Manager
* Develop and / or maintain maintenance procedures and ensure implementation
* Manage rigging and / or installation of CNC and other machinery
* Participate in departmental safety inspections to identify and resolve issues
* Plan and oversee all repair and installation activities
* Allocate workload and supervise staff (custodians, janitors etc.)
* Monitor equipment inventory and place orders when necessary
* Monitor expenses and control the budget for maintenance
* Manage relationships with contractors and service providers
* Keep maintenance logs and report on daily activities
* Ensure compliance with health and safety policies and state environmental and OSHA requirements

**Requirements**

* Proven experience as Maintenance Supervisor or other supervisory role
* High school diploma or equivalent; Electronics Trade School Graduate – Preferred
* Experience in planning maintenance operations
* Solid understanding of technical aspects of plumbing, carpentry, electrical systems etc.
* Knowledge of CNC programming and ability to troubleshoot and direct repair of machine tool issues.
* Ability to read and interpret electrical schematics and blue prints
* Ability to read and interpret precision measuring instruments such as Oscilloscopes, Digital Volt Meters, etc.
* Knowledge of 120 Volt and 208/460 Volt Three Phase
* Ability to keep track of and report on activity
* Excellent communication and interpersonal skills
* Outstanding organizational and leadership abilities