

Department: Maintenance

Reports to: Operations Manager

FLSA Status: Non Exempt

Date: July 27, 2026

POSITION SUMMARY:

The Maintenance Supervisor is responsible for leading and overseeing the maintenance department within the production facility. This is a worker supervisor position.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Employees must be able to fulfill these functions in a consistent state of alertness and in a safe manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
- Ensure that all team members are following the safety rules
- Monitors employee work performance to ensure all employees are meeting performance standards
- Assist in interviews and hiring process; trains new maintenance personnel; conducts employee performance reviews
- Manage all maintenance activities through MaintainX (CMMS), including preventive maintenance (PM) schedules, work requests, work orders, purchase orders, parts inventory, invoices, asset costs, repair expenses, and maintenance documentation, ensuring accurate recordkeeping, cost tracking, inventory control, and efficient maintenance operations.
- Performs regular/preventative maintenance on all machinery, tools and buildings
- Develops, implements and supervises the plant's Preventative Maintenance program.
- Repairs machinery, equipment, building and other Company assets in accordance with diagrams, operation manuals, manufacturing specifications, or by management request
- Orders supplies and parts as required, at competitive pricing and rates
- Maintains records of repair/maintenance activities
- Prepares reports as required
- Other assignments as made by management

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

- Teamwork: Can work in group or alone; oriented towards the good of the whole. Contain ability to build rapport and good working relationship with co-workers
- Associates degree or equivalent experience; Licenses where required
- Previous lumber manufacturing experience
- 3 – 5 years of previous experience in machine repair and maintenance area; 1-3 years of experience managing people
- Demonstrated ability to read blueprints, technical diagrams, and operating manuals, to use precision measuring instruments or tools and to use hand tools.
- Strong communication skills (written, verbal, listening)
- Ability to lead and inspire others
- Ability to write legibly, maintain records, give and follow verbal and written instructions
- Basic reading, writing, computer and math skills