



## MAINTENANCE SUPERVISOR

### **Role and Responsibilities**

**Role:** Provide leadership, support, and management direction to the Brattleboro maintenance technicians ensuring achievement of all asset, mill, and applicable objectives while conforming to established policies, procedures, guidelines, budgets and/or specifications and applicable local, state, and federal codes and laws. Collaborate with other department/asset leads to positively affect overall optimization of Brattleboro operations.

The incumbent reports to the Brattleboro Maintenance and Engineering Leader and is responsible for providing safe, effective, and efficient maintenance services while developing and delivering reliability processes that result in exemplary organizational performance. The position will be responsible for day to day supervision of the hourly maintenance trades as well as cost effective leadership of asset maintenance.

### **Responsibilities and Expectations:**

*Exercise personal leadership to provide an environment that puts a priority on providing a safe and healthy workplace for employees and conforms to applicable local, state, and federal codes and laws governing loss control and achieves equipment reliability and availability goals.*

- Actively engage in driving improvement in leading safety indicators.
- Ensure that equipment installations and modifications are completed in a safe manner and that proper safety reviews are conducted, and loss control risks are addressed.
- Maintain high levels of housekeeping and sanitation of maintenance shop and related areas.
- Oversee contractor safe work practices.
- Support mill wide safety efforts to reduce accidents/incidents
- Track, schedule, and supervise maintenance installations and repairs in manner that supports outstanding asset performance
- Utilize preventive and predictive maintenance strategies limiting unplanned maintenance delays
- Manage and track key performance indicators within the maintenance department that guide decision making
- Analyze maintenance failures and develop root cause solutions
- Work with Maintenance and Engineering Leader on planning and executing annual shutdowns with focus on cost control and effectiveness.

### **Achieve short- and long-term manufacturing and converting cost advantage**

- Provide maintenance support to assist in the maximization of asset R/O, Yield, Uptime and Waste/Run while reinforcing continuous improvement.
- Develop and implement cost improvement plans and programs that ensure continuous year on year real cost reduction, measured in efficiency metrics.
- Lead efforts to resolve maintenance issues impacting asset performance.

- Develop and maintain initiatives to ensure long term reliability of the Plant, Property, and Equipment.
- Promote and support Continuous Improvement cost reduction efforts

**Support capital spending to sustain operations, support strategic initiatives, and reduce costs while meeting financial expectations.**

- Support development and execution of capital projects within area of responsibility for asset improvement and COM reduction. Establish clear prioritization of initiatives to move them to completion.
- Drive non-value-added cost out of capital project proposals.
- Encourage and support maintenance involvement in capital projects from inception to start-up

**Promote organizational effectiveness by enhancing culture and developing talent**

- Provide leadership that ensures **two-way COMMUNICATION, active ENGAGEMENT, and consistent ACCOUNTABILITY** throughout the facility.
- Lead efforts to move towards a culture of high achievement and support in the manufacturing area.
- Promote and support our culture through your visible and effective demonstration
- Establish and maintain an optimum organization to ensure that maintenance technicians are qualified, trained, and motivated people to meet current and future requirements.
- Assess staff, identify high potential candidates and work with them to develop a plan for their continual development, as well as plan to manage lower performing employees. Ensure the development of all employees to the maximum of their potential.
- Maintain a positive labor relations climate.
- Contribute to an environment in which all team members are respected and motivated to improve their individual and team contribution.
- Establish and maintain a sound working environment that encourages involvement and promotes enthusiasm
- Utilize “Decision Making Forums” to include alignment and challenge sessions, and roundtable review
- Establish personal leadership goals and participate in appropriate training to ensure continuous personal and professional growth.

Qualifications and Education Requirements

- Bachelor’s Degree in Engineering (preferred)

Job Type: Full-time