

# Maintenance Superintendent Job Description

Our growing company is searching for experienced candidates for the position of maintenance superintendent. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for maintenance superintendent

- Ensure effectiveness of maintenance systems and planning including development of a best in class Reliability and Preventative maintenance, project scheduling, warranty claims, parts inventory and ordering
- Interact with mine and mill operations and materials groups to ensure maintenance objectives are met
- Advise, from a maintenance perspective, on strategic objectives and ensure that best practices are incorporated into the maintenance process
- Participate as a member of senior staff, in concert with General Manager in decision making and initiatives site wide
- Oversee annual departmental budgeting and periodic forecasts and participate in the capital expenditure authorization process
- Ensure completeness and consistency in cost reporting on a monthly basis and production reporting as required
- Follow appropriate internal accounting controls and take the necessary corrective action to protect the assets of the operation to enable effective cost, financial and management reporting
- Perform other responsibilities as required or as assigned
- Develop, approve and implement capital expenditure projects for the Milwaukee Operations (National Avenue and Orchard Street Facilities)
- Maintain the plant engineering function to provide accurate data on the physical lay-out of all buildings including power, water, sewer, air, fire suppression, Ensure jointly with the Safety department that all environmental compliance is maintained through proper documentation

## Qualifications for maintenance superintendent

- Minimum of five years (5) supervisory experience in the maintenance
- Manage plant maintenance program, including scheduling and oversight of routine and preventive maintenance
- Coordinate site contract maintenance personnel
- Supervise hourly and contract maintenance employees
- Certify all maintenance personnel through training and testing protocols, and manage the site's safety training curriculum for all employees
- Organize department Standard Operation Procedures (SOP) reviews with the subordinates and assist in corrections and changes

# Maintenance Superintendent Job Description

**Ying Liu**



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