



F 5.3.1 JOB DESCRIPTION

REV.: D
DATE: 07/12/2022
OWNER: Quality Manager

POSITION: Maintenance Supervisor

DEPARTMENT: Maintenance

SUPERVISOR: President

AUTHORITY TO: ☒ HIRE/ TERMINATE ☒ DISCIPLINARY ACTION ☐ PURCHASE ☐ LEAD CONTINGENCY PLAN

COMPETENCIES

Education

- Engineering, bachelor's degree or a minimum of 5 years of experience as an Industrial Maintenance Supervisor

Training

- SQF (Safe Quality Food)
- 5 "S" Methodology Principles
- QMS (Quality Management System)
- GMPs (Good Manufacturing Practices)

Skills

- Computer skills (Windows / Microsoft Office)
- Bilingual 80% (English and Spanish)
- HVAC
- Electric/ Electronic systems
- Hydraulic and pneumatic systems

Experience

- 5 years in a similar position

ASSIGNMENTS/ ACTIVITIES

- Carry out Good Manufacturing Practices
- Lockout/ Tagout
- Be aware of the preventive and corrective maintenance needs and assign machines to the maintenance team as required
- Report any quality problems
- Management of personnel under his/her charge, complying with the safety and needs of the employees
- Manage and supervise equipment and machines installations
- Support continual improvement projects
- Assist the Plant Manager and process supervisors as needed
- Follow the policies in the Company Manual to ensure and maintain a safe, healthy, and mutually respectful workplace

CERTIFICATE OF ACKNOWLEDGEMENT

I have reviewed the above Job description and certify that I understand and will follow accordingly and perform similar or other duties when requested by the department manager or managers.

Employee Name: _____

Date: _____



F 5.3.1 DESCRIPCIÓN DE TRABAJO

REV.: D
DATE: 07/12/2022
OWNER: Quality Manager

POSICIÓN:

DEPARTAMENTO:

SUPERVISOR

AUTORIDAD PARA: ☒ CONTRATAR/TERMINAR ☐ MEDIDAS DISCIPLINARIAS ☐ COMPRA ☐ GUIA DE PLAN PARA CONTINGENCIA

COMPETENCIAS

- Educación
 -
- Entrenamiento
 -
- Habilidades
 -
- Experiencia
 -

TAREAS / ACTIVIDADES

-

CERTIFICADO DE RECONOCIMIENTO

He revisado la descripción del trabajo anterior, certifico que entiendo, que seguiré como corresponde, y que realizaré tareas similares o de otro tipo cuando lo solicite el gerente o gerentes del departamento.

Nombre del Empleado:

Fecha: