

## Job Description - Facilities Supervisor/Maintenance Planner

## **Job Identification**

**Job Title:** Facilities Supervisor/Maintenance Planner Bailey Metal Products Limited – Concord

**Department:** Operations

**Reports to:** Operations Manager **Revision Date:** March 5, 2021

## **Job Purpose Summary**

The main purpose of this position is to oversee facility maintenance and work with the plant Maintenance Supervisor to organize equipment maintenance. The successful candidate will organize and report on a variety of key performance indicators related to maintenance. This position will also be responsible for coordinating all building maintenance as well as implementation and administration of a CMMS. Building maintenance staff will report directly to this position and the successful candidate will be responsible for ensure the duties of those positions are carried out The Facilities Supervisor/Maintenance Planner reports to the Operations Manager.

## **Responsibilities and Accountabilities**

The responsibilities and accountabilities of the position include but are not limited to the following:

## **Facilities Supervisor:**

- Responsible for all building maintenance, including but not limited to: HVAC, Electrical, Plumbing Lighting, Landscaping, Snow Removal, Interior Alterations, Painting, Cleaning, Security Systems, Fire Alarms, Forklifts, Cranes.
- Organize company resources and subcontractors to complete required maintenance.
- Negotiate contracts with all subcontractors.
- Oversee and manage the work of the building maintenance team.
- Prepare monthly reports, yearly budgets, recommend and justify capital expenditures.
- Work closely with the plant's Maintenance Supervisor and Plant Administrator to source supplies, parts, and services related to daily and preventative maintenance.
- Provide updates to plant and office staff as required.
- Identify areas for cost savings and performance improvements.

## **Maintenance Planner:**

- Plan the daily maintenance of plant equipment and associated systems with the plant's Maintenance Supervisor.
- Implement and oversee plant maintenance software.
- Report on and organize: new work order requests, work orders completed, emergency work orders and other key performance indicators.
- Organize and conduct efficient planning meetings.
- Order parts as required, including building and equipment related items.

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- Develop, implement, and maintain procedures for preventive maintenance.
- Work with production and scheduling departments to ensure work has a minimal impact on production and order fulfilment.
- Work closely with the plant's Maintenance Supervisor and Plant Administrator to source supplies, parts, and services related to daily and preventative maintenance.
- Keep records of preventative maintenance completed as well as any equipment repairs.
- Identify areas for cost savings and performance improvements.
- Maintain electronic files on all equipment.

## **Human Resources:**

- Identify performance requirements and training needs for the building maintenance team.
- Assist in the development of a succession plan for replacement of key employees.
- Promote team work within and across all departments.
- Participate in hiring process, performance appraisals, and disciplinary actions for the building maintenance team.

## **Health and Safety:**

- Maintain working knowledge of all Health & Safety policies.
- Correct and communicate on any unsafe acts/conditions to Operations Manager.
- Support and promote all aspects of the corporate Health & Safety program.
- Participate in regular workplace inspections, both scheduled and unscheduled.
- Report all accidents/incidents promptly, conduct investigations & act on recommendations.
- Ensure all contractors follow Bailey safety requirements (documentation, WSIB, etc.).

#### Other:

- Participate in the company's inventory counts
- Maintain a high standard of professional knowledge, ethics and practices when dealing with customers, suppliers, peers, supervisors and other key stakeholders of the company.
- Conduct oneself in a professional manner that reflects integrity and respect towards customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Attend training sessions and seminars as recommended by the Operations Manager.
- Any additional duties as assigned.

## **Requirements and Qualifications**

- 5+ years of facility management experience.
- Experience with maintenance management/planning.
- Knowledge of building systems such as HVAC, Electrical, Fire Alarm, Security.
- Understanding of maintenance in a manufacturing facility.
- Proficient in Microsoft Office is a necessity. Knowledge of CMMS would be considered an asset.
- Able to critically analyze data.
- Strong communication skills with fluency in English.
- Completion of high school diploma or equivalent.



## **Job Description – Facilities Supervisor/Maintenance Planner**

• Exceptional organizational and time management skills with the ability to work with a high degree of accuracy and meet deadlines.

# **Working Conditions**

- Fast-paced environment
- Able to physically lift material up to 50 pounds
- Able to work overtime as required