

Careers in the Supply Chain

PRODUCTION MAINTENANCE SUPERVISOR

National Occupational Classification Code – 1215

Alternative Titles:

- maintenance team leader, dispatch logistician
- freight forwarding logistician
- head dispatcher, head shipper
- inventory control supervisor, supervisor – receiving
- logistics supervisor – transportation
- parts service supervisor, supply control coordinator
- production clerks supervisor
- stock control supervisor



Industry Description

Production Maintenance Supervisors in this unit group supervise and co-ordinate the activities of workers in the following unit groups: Shippers and Receivers (1471), Storekeepers and Parts Clerks (1472), Production Clerks (1473), Purchasing and Inventory Clerks (1474), Dispatchers and Radio Operators (1475) and Transportation Route and Crew Schedulers (1476). They are employed throughout the private and public sectors.

General Job Description

Production Maintenance Supervisors supervise and direct maintenance mechanics in the installation, maintenance and repair of high-speed manufacturing equipment.

Job Functions

Production Maintenance Supervisors perform some or all of the following duties:

- Supervise and direct maintenance mechanics in the installation, maintenance and repair of high-speed manufacturing equipment.
- Direct building maintenance and repair as needed.
- Participate in planning, organizing and implementing maintenance improvement procedures, achieving standards of equipment output, developing and implementing cost reductions, and improving efficiencies.
- Develop work schedules, measure performance and monitor historical trends.
- Provide ongoing coaching and development.
- Foster a positive, productive and empowered work team.
- Ensure compliance and promote positive dialogue and support.
- Ensure departmental goals and objectives are met.
- Ensure all work areas are kept clean, orderly and safe.
- Enforce and communicate company policies and procedures.

Physical Demands Analysis

- Maintenance Supervisors work within deadlines that are competing and unpredictable. Must handle frequent interruptions and requests for immediate service from internal customers.
- Must adhere to manufacturer guidelines covering the safe and proper maintenance and repair of equipment.
- Works in a plant under conditions of moderate risk of injury – regularly exposed to noise and equipment.
- Frequent interruptions, often irregular hours depending on issues.
- May be required to work flexible and/or extended hours in order to address business needs.

Position Expectations

Essential Skills	
Reading Text	2
Document Use	2
Computation	2
Writing	2
Oral Communication	2
Thinking Skills	2
Working with Others	3
Computers	1
Continuous Learning	3

Scale: 0 = n/a, 1 = minimal, 2 = moderate, 3 = high

Salary Range

Visit Working in Canada, at <http://workingincanada.gc.ca/welcome.do?lang=en>, to get current information about this position, including salary information.

Pre-employment Skills

- 3-5 years supervisory or lead experience
- Engineering or technical degree, or equivalent experience (electrical, electronic, hydraulic and pneumatic) of high-speed production-line maintenance, preferably in a lead position
- Excellent leadership and coaching skills
- Excellent communication and organization skills
- The ability to multi-task
- Good computer skills

Find information about supply chain-related educational offerings across Canada in the CSCSC's education compendium, at <http://www.supplychaincanada.org/en/education-information>.

Career Levels/Years of Experience

Career Levels	Position	Average Experience	
		From	To
5	Vice President	7 years	10 years+
4	Director	5 years +	6 years
3	Manager	4 years +	5 years+
2	Manager Trainee	3 years +	4 years +
1	Maintenance Supervisor	2 year	3 years

References

- NOC (National Occupational Classification Codes), Government of Canada – <http://www5.hrsdc.gc.ca/NOC/English/NOC/2006/Welcome.aspx>
- Essential Skills – http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.shtml