

Maintenance Supervisor Job Description

TC Transcontinental is a leader in flexible packaging in North America, and Canada's largest printer. The Corporation is also the leading Canadian French-language educational publishing group. For over 40 years, TC Transcontinental's story has been one of innovation and transformation to meet our customers' evolving needs. Our strong family values, entrepreneurial spirit and long-term vision have always been at the heart of our success. With our 3 business segments in Packaging, Print and Media, we continue to optimize, transform and grow while making impressions that count!

TC Transcontinental Packaging brings a distinctive blend of science, technology, and art together to create flexible packaging that preserves our customers' products and accentuates their brands on the store shelf. The Packaging sector has over 4,000 employees and 29 production facilities worldwide. We specialize in extrusion, lamination, flexographic printing and converting of plastic and paper products. You will join a high-performing team that is passionate about creating the perfect package, no matter what industry.

About this opportunity

The Maintenance Supervisor will provide leadership to maintenance team members in a multi-site 24/7 flexible packaging operation. This includes oversight in the upkeep, repair, and improvements of property, plant, and equipment. The Maintenance Supervisor will lead team members to perform maintenance work in a manner that improves equipment reliability and ensures that food safety and employee safety standards are met. The Maintenance Supervisor will assist the Operations Manager in the implementation of Maintenance Excellence objectives, oversee scheduling of work, and lead continuous improvement projects.

What you will do

Proactive Maintenance Leadership 60%

- Lead maintenance team in the resolution of issues that impact productivity, food safety, and employee safety through the use of work requests, work orders, and training
- Monitor work requests, work scheduling, and work order completion rates and address outages as they arise
- Follow-up on work completed, evaluating the timeliness and accuracy of work to address issues as needed
- Direct further development of spare parts inventory processes, participate in cycle counts, and continuously evaluate inventory levels to ensure critical spare parts are promptly available without excessive quantities
- Regularly assess conditions and performance at each facility and develop plans to address any issues in cooperation with plant leadership
- Lead the maintenance team to understand and maintain an audit ready status
- Ensure constant regulatory compliance through action plans and effective trainings (OSHA, EPA, DNR, etc.)
- Coordinate maintenance staffing to support all shifts of production
- Foster effective working relationships between maintenance and other departments

Maintenance Excellence 30%

- Engage all employees in the maintenance process through the use of the work request function
- Provide guidance and resources to maintenance team members to complete tasks as scheduled
- Ensure that preventive maintenance tasks are in place for all assets, that they are effective, and that the work done is documented to enable the development of key performance indicators for the department
- Monitor maintenance work for compliance to all applicable standard operating procedures
- Work with the Purchasing Agent to continually improve availability of parts and minimize expedite costs and equipment downtime

- Lead the development of maintenance work instructions for all plant assets
- Support the maintenance training plan across all shifts
- Lead maintenance in root cause analysis and develop work procedures to minimize or eliminate problems

Plant Leadership 10%

- Help maintain a safe and healthy environment for all employees by adhering to all safety / regulatory procedures and also by reporting and correcting unsafe conditions when observed
- Provide coaching and feedback to maintenance team members helping to improve their technical proficiency
- Perform incident investigations and file written reports for safety programs and/or HR personnel cases
- Administer documented corrective actions in accordance with plant policies and consistent practices
- Comply with and support good manufacturing practices, food safety protocols, and product quality programs
- Motivate and mentor team members, maintaining regular visibility on the plant floor and in maintenance shop
- Assist the Operations Manager in the development of a Total Productive Maintenance culture Supports and contributes to a healthy and safe work environment by following all workplace regulations, policies, and initiatives, including reporting all first aid injuries, accidents, and workplace hazards.

What you have to offer

- Experience in a structured maintenance environment where work is scheduled, and spare parts are inventoried locally
- A demonstrated ability to use computer systems to manage work
- An understanding of mechanical and electrical systems and controls
- A demonstrated understanding of leadership and decision making
- The ability to coach maintenance team members to help them improve their skills
- Effectively communicate with leadership, maintenance team members, production team members, vendors, and contractors via email, phone, or one-on-one to advance solutions to problems
- Supervise the activities of others with minimal direct supervision
- Skillful organization of information in an environment where multi-tasking is normal
- Proficient in the use of computer equipment and software including all Microsoft Office applications

What we have to offer

- Opportunity to be part of a dynamic and highly motivating work environment where you can develop your potential and launch an exciting career;
- Development opportunities where your input makes a difference. A competitive compensation package, 401K plan and flexible benefits that are customizable to you and your family's needs];
- Employee perks such as discounts from suppliers on various products and services such as insurance, wireless bundles, travel, and much more.

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