



October 2016

## **Maintenance Supervisor**

Michigan Milk Producers Association, a leader in Michigan's dairy industry, is seeking a first shift Maintenance Supervisor in Constantine, Mi to join our team. Michigan Milk Producers Association is the 10th largest dairy cooperative in the United States with approximately 2,000 dairy farmer members in Michigan, Indiana, Ohio and Wisconsin.

### Your Mission

This position focuses on supervising the day-to-day activities of the maintenance organization and systems to meet the manufacturing needs of the Constantine milk processing facility while staying within cost guidelines. Solid organizational skills along with a strong mechanical aptitude and methodical problem solving technique are instrumental to being successful in this position.

### **Responsibilities for MMPA business include:**

#### Essential Duties and Responsibilities:

- Develop and maintain a crew of skilled mechanics to satisfactorily meet the maintenance needs of the plant.
- Assess skills of individual mechanics and of group
- Recommend training options where needed
- Coach and counsel where performance does not meet expectation
- Discipline where performance or behavior does not respond to coaching or counseling
- Assure that maintenance work and employee manned capital projects are completed within budget and on time.
- Schedule work assignments in line with work load, skill and plant operating schedule for all three shifts.
- Assist mechanics in resolving breakdown maintenance situations so that they are able to more effectively problem solve in the future.
- Monitor, adjust and communicate changes to appropriate staff and mgmt. Directs the activities of outside contractors in maintenance, repair and installation of plant equipment.
- Recommend changes to plant equipment, procedures or practices to reduce cost or improve efficiency.
- Review plant performance and identify areas for future improvement.
- Maintain and upgrade personal knowledge of mechanical systems and techniques to improve advisory capacity
- Develop recommendations for plant & process improvement projects.
- Oversee the Computerized Maintenance Work Order System (MP2) to ensure optimal use of the existing system.
- Monitor system effectiveness as far as timeliness of request and completion by working with management in Production and Q.A.
- Work with Production Supervisors to assure that Production employees completing P.M. work orders do so properly and on time.
- Periodically assess usefulness of reports and distribution and change as needed.
- Provides leadership in improving the safety performance of the plant by:
- Ensure that safety repairs are completed properly and on time.



October 2016

- Establish and confirm use of Standard Operating Procedures for completing maintenance activities that are simple, easily accessible and utilized by employees.
- Routinely monitor safety practices of maintenance and production employees through observation, correct and train as necessary
- Recommend changes in practice and procedure to avoid safety problems.
- Assists in developing and administering Job Safety Analysis Program and Maintenance department SOP's.
- Reviews ongoing daily activities associated with main processing plant to comply fully with Environmental permits and regulations.
- Establishes Standard Operation Procedures for operating equipment so that plant operates within guidelines.
- Monitors plant performance in this area. Recommends and implements training, coaching to improve compliance.
- Maintains proper maintenance records and documentation.

#### Qualifications:

The ideal candidate will have a minimum of three years of supervisory experience in maintenance. Strong organizational and communication skills paired with a high degree of mechanical aptitude and troubleshooting ability are required. Broad experience in specific mechanical trades (ie, welding, millwright, pipefitting) is highly preferred.

#### Functional Competencies needed:

- Strong organizational and communication skills
- Solid analytical skills
- Strong planning and organization
- Demonstrated initiative and desire to learn about the dairy industry
- Self-Directing
- Independent thinker
- Aptitude for gaining knowledge
- Ability to foster knowledge exchange within and with other departments
- Collaborative communication approach
- Requires a resourceful and direct management style, must ask questions and seek resolution
- Utilize sound judgment
- Ability to disseminate knowledge to other employees for the good of the coop
- Working knowledge of excel and word along with an ability to quickly pick up computer based logistics, sales, and inventory systems.

#### Managerial Competencies and Personal Skills/Attributes needed:

- Committed to achieve our mission through the leadership and guidance of a team
- Individual with open and new ideas
- Drive change with a positive attitude
- Leads by example
- Interact with all levels and show empathy
- Develop an authentic relationship
- Shows value for different opinions, shows flexibility to different opinions



October 2016

- Shows interest to learn and share from others
- Learns and interacts positively with the environment
- Willing to take action in a changing environment
- Analytical and problem-solution oriented mindset
- Shows passion for growth and development within a team

**Company Features:**

MMPA is one of the top dairy cooperatives in the nation with a strong financial record. Our owners are 2000+ dairy farmers located in the states of Michigan, Ohio, Indiana and Wisconsin. MMPA markets its members' milk, guaranteeing a market every day for all member-produced milk.

**BENEFITS**

- Competitive salary incentive program
- Outstanding insurance benefits - Health/Vision/Dental
- Protection for the future - Life and Disability insurance
- Paid vacation time and sick time
- 401(k) plan with a generous company contribution
- Company provided pension

Together with our members and employees our association is positioned and planning for growth. Our benefits are attractive, and our future is bright.

Successful passage of drug test, background check, and criminal record check required.