# Maintenance Supervisor

**COMPANY:**

For more than 90 years, award winning Newberry Tanks & Equipment has been manufacturing quality aboveground and underground steel tanks for the American Supply Chain and every branch of the U.S. Military. The "Think Tank" of Oil and Petroleum storage, Newberry Tanks is intent on innovation.

Newberry Tanks & Equipment recently received the highest honors of Achievement from the American Business Awards for its' "New Thinking" philosophy and practices. Defying century long industry norms, Newberry offers Steel Tanks on demand, turnkey solutions, expedited shipping, and new products to the underserved lube market. As a result, Newberry has consistently grown its' top line annually by double digits.

Newberry has won multiple awards over the last two years, including Gold for "New Industrial Product" in 2021, and "Company of the Year" - Metals and Mining, "Achievement in Management" Manufacturing, and "New Products & Services" Business Technology in 2020.

# Job Summary:

The Maintenance Supervisor will oversee maintenance and repairs of industrial machinery, electrical, and other building systems.

# *Supervisory Responsibilities:*

* Hires and trains maintenance department staff.
* Organizes and oversees the preventative maintenance system and schedules the work of maintenance staff.
* Handles discipline and termination of employees as needed and in accordance with company policy.

## Duties/ Responsibilities:

* Oversees the day-to-day operations of the maintenance department.
* Evaluates systems or facilities to determine maintenance or repairs that need to be performed.
* Assesses building systems to plan work assignments and project schedules.
* Develops maintenance procedures and schedules, ensures that the preventative maintenance system is utilized and effective.
* Ensures maintenance and repair work is completed correctly and in a timely manner.
* Assists with departmental budget estimates and costs of specific repair projects.
* Performs other related duties as assigned.

## Required Skills/Abilities:

* Extensive knowledge of building systems and repairing machinery.
* Excellent analytical and problem-solving skills.
* Ability to identify issues and determine repairs that are needed.
* Ability to plan maintenance schedules for building systems.
* Excellent management and supervisory skills.
* Proficient with Microsoft Office Suite or similar software.

## Education and Experience:

* High school diploma or equivalent required.
* At least five years of maintenance experience required.

## Physical Requirements:

* Must be able to traverse property and facility to diagnose building issues and plan repairs or maintenance.
* Must be physically able to perform repairs when needed.
* Prolonged periods sitting at a desk and working on a computer.
* Must be able to lift 25 pounds at a time.

**Why Newberry?** Newberry is driven by our companies' core values, and we strive to facilitate a greater sense of purpose in our career opportunities. We are proud to offer our employees **a generous compensation/benefits package that includes:**

* Excellent base salary and bonuses
* Career growth with one of the fastest growing U.S. Steel Tank Manufactures
* Comprehensive benefits package to include Medical, Dental, and Vision insurance
* Company paid short term disability and life insurance
* Flexible spending accounts (Section 125 Accounts)
* Retirement plan with company match
* Top-Notch Culture and Support Staff
* Rewarding work with a well-respected, financially stable company