

Daily Activities for Maintenance Supervisor

1. Ensure all Maintenance work is being performed in a safe manner
2. Review the work order schedule and estimated hours to complete with the Planner / Scheduler
3. Meet with Maintenance personnel daily to assign work and review progress throughout the day
4. Ensure all parts are available for the day's work
5. Ensure Maintenance personnel have the right tools and supplies to perform their daily work
6. Respond to and manage break-in work as requested
7. Provide daily updates mid-morning and mid-afternoon on work order progress to Planner / Scheduler
8. Attend required meetings as assigned by the Maintenance Manager
9. Provide troubleshooting expertise to backup Maintenance personnel when needed
10. Review Maintenance personnel availability to ensure assigned work can be executed
11. Maintain a safe and clean Shop against a standard through the daily assignment of personnel
12. Understand the skill level of each Maintenance personnel and maintain a plan (gap assessment, training) for improvement

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