

**CORPORATE JOB DESCRIPTIONS**

PREP. BY CORP HUMAN RES/JRS

APPR BY: CORP HUMAN RES/JRS

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**MAINTENANCE SUPERVISOR/MANAGER**

<b>RESPONSIBILITY</b>	<b>AUTHORITY</b>	<b>EDUCATION / *TRAINING / EXPER.</b>
PLAN AND OPERATE PREVENTATIVE MAINTENANCE PROGRAM.	DELEGATE RESPONSIBILITY AND AUTHORITY AMONGST SUBORDINATES	THOROUGH KNOWLEDGE OF ELECTRONICS AND PRESSES, ALL SECONDARY EQUIPMENT.
DEVELOP, MOTIVATE, DISCIPLINE AND TRAIN MAINTENANCE PERSONNEL.		
ASSIST/COMPLETE MAINTENANCE PERSONNEL'S ESTABLISHING GOALS AND OBJECTIVES, REVIEWS AND TESTING.		
INTERPRET AND ADMINISTER MANAGEMENT POLICIES AND DECISIONS.		
DIAGNOSIS AND CORRECTION OF DIFFICULTIES TO MINIMIZE INTERRUPTION IN PRODUCTION.		
SCHEDULE DEPARTMENT WORK TO MEET PRODUCTION SCHEDULES.		
MAKE SURE ENTIRE DEPARTMENT USES ALL SAFETY PRECAUTIONS WHEN WORKING ON OR REPAIRING EQUIPMENT.		
UNDERSTAND COMPANY QUALITY POLICY AND GENERAL SAFETY RULES FOR ALL EMPLOYEES		

\*See Training Procedure CP-811 and the Job Specific Training Matrix PPC-899-4