



Maintenance Supervisor

NOW HIRING: Maintenance Supervisor, Coon Rapids, MN

This position performs and/or delegates to the maintenance team, highly diverse duties to install, troubleshoot, maintain and repair production and facility equipment consistent with predictive and productive maintenance systems and processes.

What You'll Love

- Helping to develop and perfect cutting-edge technology and materials for the window, door, and related industries.
- Working with a professional team of experts in their fields who are leaders in the industry.
- Working in a lean environment to drive change and success in all parts of our business.
- Discovering our family oriented work environment that is flexible and fun.

Realities of this position

Our customers have high expectations of us and we place a high value on meeting those expectations across all areas of our company.

Who you will be working for

You will report directly to the Operations Manager. You will work among a team who are committed to maintaining our high level of performance.

About working for Lexington Manufacturing

Lexington is a highly successful, family owned business that emphasizes our values of Safety, Honesty/Integrity, People Involvement, Customer Satisfaction, and Continuous Improvement. People who work for Lexington say they love the family-like atmosphere and our focused approach to work/family balance. We like to be successful and we like to have fun. Lexington is highly respected by our customers as a responsive and very reliable supplier. Our people take pride in maintaining our good reputation.

Next Steps

Review the included job details and company information. If you feel like you would make a great fit for this opportunity, email your cover letter, resume/work history, and the position you're applying for to HR@lexingtonmfg.com, or [apply online](#). We look forward to hearing from you.



Lexington
Manufacturing

LexingtonMFG.com



Job Duties

The Maintenance Supervisor is a person who adheres to the highest levels of professionalism and who with minimal oversight, supports Lexington Manufacturing's Mission and Values by leading a team of maintenance technicians in the service of stakeholders. They carry out responsibilities in accordance with the Company's values, policies, procedures and applicable laws. Through personal example, sets the highest standard for safety.

This person performs and/or delegates to the maintenance team, highly diverse duties to install, troubleshoot, maintain and repair production and facility equipment consistent with predictive and productive maintenance systems and processes. They provide technical support through mentoring, training and guidance to maintenance and manufacturing personnel across Lexington. They contribute to bottom line growth through good stewardship of company resources and creatively solving and preventing problems.

Leadership

- Establishes the highest standard of workplace safety.
- Communicates effectively and regularly to promote clear direction, good communication, teamwork, and people involvement.
- Mentors by sharing knowledge and providing guidance to team members.
- Provides training opportunities to build team competence. Utilizes cross-training methods to ensure we have adequate coverage to meet manufacturing requirements.
- Develops key personnel and builds talent within the Maintenance team to support the organizational objectives.
- Supports continuous improvement activities.
- Uses team-based, problem-solving techniques to identify root causes and implement permanent resolutions.
- Creatively addresses manufacturing constraints and challenges to ensure on-time delivery while effectively managing costs.
- Maintains positive, respectful and productive working relationships with all stakeholders.

Management

- Participates as a member of the Safety Committee.
- Stays current on all relevant procedures, rules, regulations and laws, such as LOTO and OSHA.
- Actively participates as an emergency response hazardous material spill team member.
- Assists in the development of a department budget and then manages resources with budget constraints.
- Assists in development of capital proposals.
- Communicates and enforces all company policies, including safety regulations, quality procedures, and manufacturing processes.
- Coordinates audits and annual inspections as required to ensure all facility areas and equipment meet code requirements, such as building codes, fire safety and OSHA. Manages vendor support for all equipment and facility repairs, maintenance and upgrades.
- Set up and maintain preventive maintenance programs and ensure PM program requirements are met.
- Organizes and manages spare parts inventories with the appropriate level of preparedness while managing costs.
- Supervises all assigned personnel.



Management (continued)

- In cooperation with other department leaders; organizes and assigns job duties to meet production requirements and monitors work performance, maintaining a high level of productivity and quality while meeting schedule due dates.
- Administers discipline, both written and verbal with manager's concurrence. Participates in staffing changes made to department personnel.
- Conducts performance appraisals for department personnel and participates in payroll adjustments.
- Manages outside contractor and vendor relationships, ensuring budget and work quality expectations are met and that compliance with all Lexington Manufacturing and regulatory authority policies, procedures and laws are adhered to.

Qualifications

- A positive attitude and ability to work with people both individually and in a team environment.
- Strong verbal and written communication skills.
- Temperament to take on difficult, complex and involved work in a professional manner.
- Good judgment.
- Initiative and determination to see a task through to completion.
- Proficiency with CMMS systems and Microsoft Office tools.
- Comprehensive understanding of world class manufacturing principles.
- Knowledge and experience working in a lean culture.
- Able to read (English) and interpret documents, such as safety procedures, operating and maintenance instructions, procedural manuals, technical specifications, drawings and prints.
- Lead by example with a hands-on approach.
- Be a change agent.

Education/Experience

- A degree in Maintenance Management or Engineering with CMRP or CPMM preferred. Some combination of an Associate's degree in Maintenance Management or CMRP/ CPMM and significant experience in maintenance in a manufacturing environment will also be considered.
- Minimum of 5 years of experience successfully leading a maintenance department in a manufacturing environment.

About Lexington
[Click Here to Apply](#)