



## Job Summary

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**POSITION:** Pulp Mill-Utilities Maintenance Supervisor

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**Position Summary:** Responsible for all aspects of maintenance and planning in the Pulp Mill & Utilities areas.

**Primary job duties and responsibilities:**

1. Direct maintenance personnel on projects in the Pulp Mill and Utilities area.
2. Develop daily plans, initiates scheduled work plans, controls work load, and directs priorities.
3. Conducts and documents monthly safety meetings and maintains incidents report logs.
4. Manages Millwright Apprentice training.
5. Organizes and supervises pulp mill and utilities outages.
6. Tracks and documents pump performance curves, compiles data for SPCC and for best management practices.
7. Assists in the inspection of critical equipment.
8. Submits work order request, RFE's, order and expedites critical parts and audit parts for outages.

**Other Duties and Responsibilities:**

1. Keeps current in the Maintenance field by reading published information, participating in Webinars, and attending authorized seminars and conferences.
2. Fill in for Utilities Manager and Maintenance Manager in their absence.
3. Participates in the new hire interview process for maintenance personnel.
4. Provide after hour and weekend duty coverage support.
5. Conduct monthly area safety audits.
6. Complete all individual training requirements for this position on time.
7. Ensure that the Maintenance Department employees meet all training requirements.
8. Learn all mill wide environmental procedures, as well as those specific to this department.