



Job Description

Position: Electrical & Instrumentation Supervisor
Reports To: Plant Engineer
Division: Mills – Mobile, AL
Department: Maintenance
FLSA Status: Exempt
Revision Date: 12/20/11

Summary

This position is accountable for leading and managing the effective day to day activities of multi-craft electrical maintenance employees and contractors throughout the facility. Key roles will include performance management, team and employee development, change management, and the implementation of systems. Supervise 6 employees. Key performance measures include: Safety, Housekeeping, maintenance costs, work order completion, electrical-related Downtime, and Throughput.

Responsibilities

- Lead an effective and efficient maintenance function to achieve operational performance objectives.
- Lead application of maintenance systems and processes.
- Investigating problems in the mill and recommending corrective actions. This includes consulting with production personnel, analyzing the supporting data, recommending corrective actions, and following through on recommendations to evaluate their effectiveness.
- Develop and lead the application of Precision, Predictive, and Preventive Maintenance concepts in maintenance systems.
- Lead maintenance process improvement activities to drive results.
- Increase effectiveness and productivity of electricians.
- Providing status updates on project progress and issues to Leadership Team.
- Coordinating training and start up activities of new equipment and processes.
- Understand performance requirements of the mill and its impact on financial performance.
- Understand the maintenance budgeting process – provide data for budgeting process.
- Responsible for compliance / oversight of NFPA 70E arc flash program
- Understand and execute:
 - Mill Policies
 - Safety
 - Performance Management
 - Disciplinary Process
 - Other HR Issues
- Demonstrate basic written and verbal communication skills.
- Demonstrate good listening skills.
- Supervise 6 E/I Technicians. Supervise up to 4 contractors on a monthly basis



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Requirements

- Demonstrated ability in leading teams or improvement projects required.
- Demonstrated ability in the application of preventive and predictive maintenance technology desired.
- AC/DC drive installation/ troubleshooting experience.
- Allen Bradley PLC/ Controllogix experience, willingness to progress in general programming knowledge.
- Electrical Preventative Maintenance experience, IR survey, Breaker Testing, Transformer Testing, Record keeping.
- Champion Mill ARC Flash and other electrical safety programs.
- Experience working with industrial instrumentation systems/ component calibration.
- Project Management required
- Facilitation skills required

Education

- Minimum: High School Diploma
- Technical degree or previous production management experience desired.