



# Maintenance Supervisor

## About the Company

Canada Royal Milk is a member of the Feihe International group of companies, Asia's number one infant formula brand. Canada Royal Milk is the only producer of infant formula in Canada, manufacturing quality products from Canadian cow and goat milk, ensuring the highest quality and nutritional value for our customers.

We are an international company with a multicultural workforce that is committed to diversity and inclusion. Our team members value and embrace different perspectives and new ideas.

## About the Role

Reporting to the Engineering Manager, the Maintenance Supervisor leads and directs the Maintenance Department staff and contracted workers to achieve the goals of Canada Royal Milk. The Supervisor plans and assign work, to achieve compliance with the Maintenance Plan.

A strong technical background in maintenance management and planning and demonstrated ability to create and maintain accurate records are required for this role. A strong ability to organize and develop a Work Management System that will satisfy regulatory and production quality control requirements are also essential.

## What We Offer

The opportunity to build and grow a progressive company, competitive wages, and extended health benefits.

## What We Look For

Curiosity, commitment to learning, and a winning mindset.

## Job Requirements

Education: Post-secondary diploma/certificates in Engineering/Technology.

Experience: Minimum 5 years of experience directly related to managing and planning maintenance work within a manufacturing or similar environment.

Experience: Minimum 5 years of experience managing cross functional, multi discipline teams.

Applicants must be legally entitled to work in Canada and have strong English language skills. The ability to read and understand written English and communicate in English both spoken and in writing is a requirement of the job.

## Key Duties and Responsibilities

1. Responsible for planning and directing all aspects of maintenance work activities throughout the entire facility.



2. Working closely with the Engineering Manager, develop and implement a Work Management System which consists of a Planned Maintenance Program for planned work and Work Request system for any work required for breakdown and unplanned maintenance. Work Requests will also be generated for any work activities triggered by Planned Maintenance Programs and inspections.
3. Support and work closely with all departments to ensure all required administrative processes are followed as required by the company.
4. Work closely with System Engineers, Technical Coordinator and Engineering Manager in the procurement of critical spare parts to ensure continued safe operation of the site.
5. Works closely and provides counsel to the Engineering Manager with the securing of all Service Contracts.
6. Assist Assistant Chief Operating Engineer with coordination of Utilities Work Programs
7. Be prepared to act as Engineering Manager delegate, during absences.
8. Assists with hiring of staff as required. Maintains discipline and order within his department.
9. Work closely with System Engineers and QA/QC departments who will provide input and guidance in the creation of the Planned Maintenance Program.
10. Be familiar & aware of CFIA requirements. Support the Engineering Manager to ensure compliance & correction when gaps are identified.
11. Maintain accurate records of all Maintenance activities so they are easily accessible for review and audit.
12. The Work Management System will ensure there is feedback to the system Engineers when any and all corrective work occurs on the equipment that falls under their responsibility.
13. Assists the Engineering Manager with the development of departmental budgets.
14. Assist and provide guidance to his reports. Assist with procurement of parts and equipment.
15. Advises the Engineering Manager when conflicts arise with work priorities in order to resolve effectively.
16. Participate in the development of specifications for equipment, products or substitute materials
17. Promote a positive working environment, including continuously improving/maintaining the team culture and establishing high levels of employee involvement.
18. Leads monthly safety meeting with all his direct reports and leads efforts to rectify gaps and train staff in safe practices for all employees at CRM.
19. Adheres to health and safety considerations at all times
20. Handles special projects and other duties as assigned

### **Working Conditions**

The position requires varied hours of work to carry out the duties assigned. As such, the Supervisor may be required to work outside of regular business hours, which includes, but is not limited to evenings, nights, weekends, and holidays. Non-standard hours worked are determined by the requirements of the Production Department to ensure efficient and safe operations.



As the Maintenance Supervisor you may be required to be on-call from time to time. On-call policies will be established and communicated, in writing, no less than four (4) weeks prior to implementation.

Working conditions are normal for a manufacturing environment and include:

- Work is primarily administrative in nature but can include, indoor and outdoor work, under a variety of weather conditions
- Standing, walking, kneeling, bending and other physically demanding tasks as required.
- Lifting up to 22.6 kg (50 lbs).
- Using safety equipment, such as (but not limited to): eye safety glasses, hearing protectors, work boots and hardhats
- Loose fitting clothes, electronic devices, and jewelry are not permitted
- Wearing and following all hygiene protocols as required.

### **Covid-19 Vaccination Policy**

The health and safety of our employees and customers is a top priority for Canada Royal Milk. Therefore, applicants will only be considered who are fully vaccinated, subject to human rights considerations and recognized medical exemptions.

### **Commitment to Diversity & Inclusion**

We strive to build a team that reflects the diversity of the community we work in, and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities.

If we can make this easier through accommodation in the recruitment process, please contact us at [careers@canadaroyalmilk.com](mailto:careers@canadaroyalmilk.com).