



Blues City Brewing Company, LLC

JOB DESCRIPTION

Job Title: Building and Grounds Supervisor
Department: Process Utility Maintenance
Reports to: Process Utility Maintenance Manager
Job Band: B3

Prepared By: Sheri Beckman
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Approved By: Carl Parnell
Revision Date:

POSITION SUMMARY

The Building and Grounds Supervisor will supervise and coordinate activities for maintenance of the property, its structures and all associated mechanical, electrical, plumbing and emergency systems as directed by the department manager. Employee should be proactive in maintaining property and structures and respond to maintenance calls in a timely manner. Estimates time and materials needed to complete repair. Orders necessary materials and supplies to complete all tasks. Complies with applicable codes, regulations, governmental agency and company directives related to building operations and work safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Be able to work any and all scheduled hours, and all shifts, change shifts during the week, and work required weekend overtime.
- Comply with all work and safety rules, including wearing of personal protective equipment (i.e. safety glasses, gloves, hat and/or hairnet, respiratory/air mask, emergency breathing equipment, goggles, rubber boots, ear plugs, safety harness, arm gauntlets, insulated clothing, face shields, and hard composite or steel toe shoes.
- Work with and/or around hazardous chemicals (i.e. caustics, acids, ammonia) with personal protection equipment, and on-site training.
- Perform daily building integrity checks. Ensure building and grounds interiors and exteriors are clean and safe.
- Supervises Building and Grounds Technicians
- Inspects and identifies equipment or machines in need of repair.
- Troubleshoots issues to determine necessary repairs.
- Plans repair work using building's blueprints or equipment manual as needed.
- Meet service vendors and contractors to get bids when needed, quotes for emergency repairs.
- Orders supplies and materials needed for repairs and maintenance.
- Performs other related duties as assigned.

This position description is intended to guide the activities of the maintenance supervisor. It is not intended to limit the thinking and creativity of the person to the work of this function, nor is it intended to describe all the work that may be required of the person in this position.

QUALIFICATIONS

- High school diploma or GED certificate required.
- 2-5 years' experience in manufacturing environment
- 2-5 years supervisory experience required
- Intermediate PC skills using Microsoft Office products including Excel

COMPETENCIES

- Attention to Detail
- Flexibility
- Policies, Process, and Procedures
- Quality

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision requirements in close vision and the ability to adjust focus.

Employee Signature

Date