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## Maintenance Supervisor

**Reports To: Chief Operating Officer – Petit De Grat Packers (PDG) Arichat, NS**

### Summary

The Maintenance Supervisor is responsible for all maintenance operations in order to achieve the company's objectives in the areas of health and safety, customer satisfaction and quality. As well, the position provides assistance, expertise and support on maintenance issues for special projects.

### Key Responsibilities

- Oversee all preventative maintenance planning at PDG and responsible for all daily activities related to maintenance operations.
- Plan & schedule all equipment projects with production.
- Participate in capital project development and planning.
- Research and recommend production line innovations and obtain potential government grants for larger strategic projects.
- Ensure documentation (and processes) within the Maintenance group.
- Demonstrate commitment to safe working practices by promoting health and safety in the workplace in accordance with procedures and policies in place.
- Lead the planning of interventions between the maintenance and production teams.
- Ensure a property preventative maintenance program is in place and followed.
- Lead the JH&S committee and joint JH&S inspections.
- Represent the Maintenance team on the HAACP Committee.
- Participate in all internal and external audits of the plant.
- On-call rotation as a member of the Maintenance team including boiler operating shifts
- Coordinate the staffing and integration and training of employees.

### Job Requirements / Qualifications

This is a “hands-on” Supervisory position, and experience in Seafood processing is considered an asset. In addition, ideally this individual will have:

- 4th Class Power Engineer
- Maintenance supervisor: 5+years of experience (Preferred)
- Food Manufacturing: 5 years of experience would be an asset
- Proficiency in Microsoft Office, and CMMS/HIPPO are an asset
- Strong verbal and written communication skills

- Strong organizational and problem-solving skills with an attention to detail
- Collaborative and performance orientated
- The ability to troubleshoot and anticipate future concerns
- Ability to work as part of a team and adapt to changing stakeholder requirements
- Conflict resolution skills
- Knowledge of OHS, HACCP, GMP and Plant Sanitation guidelines.

Interested candidates are asked to send their resume to [hr@champlainseafood.com](mailto:hr@champlainseafood.com) before April 22<sup>th</sup>.