



Looking for a job that allows you to perform professionally while having fun? Stop searching! We have the job for you; but first, let us introduce you to the company.

WHO IS CANADIAN ASPHALT INDUSTRIES?

Canadian Asphalt Industries is part of the **Bitumar Group**. **Bitumar** is a privately owned company specializing in the production of liquid bitumen used in asphalt mixtures for road paving and roofing. Our mission is to manufacture, in a safe and environmentally friendly manner, ecological high-quality bitumen products.

In business since 1977, the family business now employs more than 220 people and ensures the production and distribution of its products through its 12 sites located in Quebec, Ontario and on the east coast of the United States.

Bitumar and its employees are guided by values of excellence that express themselves in their daily lives. Health and safety at work, the importance of respect for the environment, results orientation, entrepreneurship, trust and respect, family spirit and teamwork; values that promote a healthy corporate culture.

1. Identification

Title :	Maintenance Supervisor
Supervisor's Title :	Plant Manager
Department:	Maintenance
Status :	Permanent

2. Job Summary

Reporting to the Plant Manager, the holder will be responsible to supervise a team of Maintenance technicians. The Maintenance Supervisor coordinates the preventive and corrective maintenance activities and required plant shutdowns to ensure the reliability of the equipment and the proper functioning of the plant and its operations to allow the production of a quality product. The holder will also actively participate in the safety of the operations and of the personnel, as well as the clients' satisfaction.

3. Main Responsibilities

- Participate in the analysis of the corrective and preventive maintenance needs for the plant's material and physical installations;
- Participate in the determination of the priorities regarding maintenance as well as the related cost evaluation;
- Coordinate and manage the preventive maintenance as well as the daily maintenance tasks, according to the determined priorities;
- Determine the schedule for the maintenance and repairs tasks, assign the employees to each task and verify availability of the required material and equipment;
- Prepare the list of all pieces of equipment to order with the help of the team;
- Place orders for the required pieces of equipment and keep inventory;
- Create P.O. for the maintenance jobs
- Supervise and control the realization of the work completed by their employees and/or by external companies;
- Ensure that professional renowned are used for each maintenance profession and that the required norms are respected, including health & safety procedures;
- Create and optimize the maintenance procedures in order to bring continuous improvement;
- Effectively manage personnel :
- Verify and authorize timesheets ;
- Verify and authorize vacations/absences ;
- Manage the absence and disciplinary files ;
- Ensure a proper daily productivity by their employees ;
- Ensure that their employees receive proper training and have the proper skills to accomplish their tasks and identify training needs ;
- Evaluate employees by using the Company's annual performance review program in place;
- Report all incidents using the event report form ;
- Communicate and give clear instructions to the team regarding the goals and work priorities ;
- Act, react and take decisions and the necessary steps required to solve different situations ;
- Participate in safety inspection rounds (monthly and annually) ;
- Participate in certain supervisor meetings ;
- Assigned to special tasks and projects ;
- Participate with Operations to create Work Permits ;
- Provide excellent customer service.

Execute all other tasks requested by his immediate superior or required by his functions.

4. Technical Requirements

- 10 years of experience in related maintenance supervisor role
- Know about rotative machine

5. Required Competencies

- Autonomy ;
- Ability to prioritize ;
- Leadership ;
- Ability to take decisions ;
- Analytical skills ;
- Ability to troubleshoot and solve problems ;
- Ability to ensure the development of their employees' skills and coaching abilities ;
- Ability to work in a team ;
- Ability to give clear instructions ;
- Ability to coordinate the team's activities as well as the resources;
- Ability to plan efficiently ;
- Ability to create procedures.

6. Work Conditions

- Required to work outdoor in all types of weather conditions ;
- Possibility of exposure to potentially dangerous environment ;
- Be available for all types of emergency.

7. Schedule

- 40hrs/week

8. Salary

- To be determined

9. Benefits

- Insurance & Retirement Program