



Man-Tra-Con Corporation is working with a local employer to fill the following position:

**Job Title:** Maintenance Supervisor (EP-050924-01)

**Location:** DuQuoin, Illinois

**Wages:** \$45,000 to \$55,000 per year D.O.E.

### **Job Description**

Schaeffer Manufacturing Company is seeking candidates for a full-time Maintenance Supervisor position for their Du Quoin, Illinois, facility (formerly Hicks Oil). Benefits include dental, life, medical, paid time off, and retirement.

### **Job Description/Duties**

- Oversight of daily maintenance operations – including preventative maintenance schedule, ensuring that equipment is clean and in good working order.
- Hands-on, helpful, leadership approach when supervising and instructing two maintenance technicians and providing work direction to production staff.
- Using basic knowledge of mechanical, hydraulics and pneumatics, troubleshoot machine problems, including determining the root cause. Diagnose and replace AC/DC motors and drives.
- Work with outside vendors to source machine components. Implement solutions to minimize downtime.
- Report faulty equipment to the Plant Manager and schedule complex repair work with outside vendors to provide the least amount of production down time.
- Ability to complete building and grounds facility maintenance, such as plumbing, electrical, painting, etc.
- Help develop and maintain a parts inventory system.
- Maintain and improve the predictive/preventative maintenance program.
- Provide support to Plant Manager by sharing in the troubleshooting of plant breakdowns when outside of normal working hours. (Usually over the phone, but may require coming into the plant during off hours.)
- Maintain current safety standards related to the position, i.e. Lock out/tag out, fall protection, hot work, etc.

### **Requirements**

- High School diploma or GED, tech school is a plus.
- A strong emphasis on safety and good safety practices: ability to initiate, lead, and uphold safety policies, practices, procedures, and housekeeping standards at all times.
- Individual must be a self-starter and take direction well
- Strong mechanical and electrical aptitude
- Ability to read schematics
- Ability to operate various hand and power tools
- Ability to operate a forklift and man lift
- Stand, crouch, bend and be on their feet for extended periods
- Must have a valid driver's license and reliable transportation

- Prefer 5 yrs. related experience, or a combination of tech school and related experience, including supervision.

### **Physical Demands and Working Environment**

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

- Perform job duties in the plant environment - exposed to a hot temperatures, noise, petroleum odors, etc.
- While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear, repetitive.
- The employee frequently is required to stand, walk, stoop, kneel, crouch, and/or occasionally crawl.
- The employee must regularly lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Requires manual dexterity to handle parts, hand tools and knives.
- This is a safety sensitive position, requiring focus, dexterity, and coordination at all times.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All associates may be required to perform duties outside of their normal responsibilities from time to time, as needed.

### **About Schaeffer Manufacturing**

Founded in 1839, Schaeffer Manufacturing North America's oldest oil, grease, lubricant, fuel additive, crop enhancement and surfactant manufacturer. We exist to provide world-class product performance and durability for our customers while putting money back into their pockets. Schaeffer Manufacturing provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic identity or any other status protected by law.

### **Why Work at Schaeffer Manufacturing?**

- Multiple lines allow for a less stressful work environment—when one line is down, production continues on another line.
- New owner—new competitive associate benefits!
- Work for a family-owned company—be a NAME not a number!
- Products made in the USA.

### **How to Apply**

To apply, please send your resume to: [recruiting@schaefferoil.com](mailto:recruiting@schaefferoil.com)

**Man-Tra-Con Corporation is a member of the American Job Center network,  
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