

Maintenance Manager / Shop Supervisor

Bulk Carriers (P.E.I.) Limited – Clyde River, PE



Bulk Carriers (P.E.I.) Limited is searching for a Shop Supervisor to join the team in Clyde River, Prince Edward Island. Bulk Carriers is a family owned and operated long haul refrigerated transportation company that operates throughout North America. The Shop Supervisor will be responsible for activities and projects related to equipment reporting, data analysis, and administrative support that are key to the overall success of the Maintenance Department. The Shop Supervisor will also be responsible for maintaining fleet master data, providing regular reporting, and supporting projects.

Responsibilities

- Oversee equipment maintenance and repairs performed by shop staff
- Ensure shop staff is performing regular maintenance and improvements
- Review and process internal and external work orders and invoices
- Develop and assess weekly preventative maintenance reports
- Collect data to update and analyze internal reports and spreadsheets
- Review recalls and processing
- Manage rental costs and approvals if required
- Process warranty and policy claims with OEM suppliers
- Maintain detailed parts inventory for equipment repairs
- Ensure shop is staffed according to workflow
- Manage/supervise shop staff and evaluate performance
- Utilize our operating system to generate reports and report directly to our general manager
- Work alongside our Fleet Supervisor and Safety Manager to ensure equipment is safe and serviced within set Canadian Motor Vehicle Transport Act / USDOT Standards
- Schedule repairs and service with dispatch and drivers
- Excellent organization and leadership
- Prioritize paperwork and close work orders in timely manner

Requirements

- Minimum 1-3 years of experience in a similar role
- Secondary education related to transportation, maintenance and/or business analysis considered an asset
- Experience in Fleet Maintenance
- Knowledge of the transportation industry
- Familiarity with International Navistar, Thermoking, and Utility products is an asset
- Experience with the operation and maintenance diesel engines, hydraulic systems, electric engines and equipment, compressed air equipment and tools
- Self motivated with the ability to work independently
- Experience creating detailed reports and giving presentations
- Proven effective written, oral, and financial information communication skills
- High attention to detail, organization, and time management skills
- Excellent interpersonal skills
- Must be able to prioritize and meet deadlines
- Strong work ethic
- Must be able to lift up to 80lbs



- Working at heights, WHMIS, and Health and Safety
- Strong computer skills



We offer a very competitive salary with bonuses based on performance as well as company paid benefits.

Apply

To apply, please submit your resume to hr@bulkcarrierspei.com with "Shop Supervisor" in the subject line by April 2, 2021. Thank you for your interest in Bulk Carriers (P.E.I.) Limited. Only those selected for an interview will be contacted.

