



**Notice of Position Opening  
Internal/External  
Full Time**

**Title:** Factory Maintenance Superintendent  
**Posting Number:** S\_29  
**Posting Date:** March 19, 2025  
**Reports to:** Maintenance Manager  
**Grade/Level:** S3

**Applications will be accepted up to April 2, 2025.**

Firestone Liberia is seeking to hire **Factory Maintenance Superintendent** to assist with the smooth operation of the factory by ensuring manufacturing targets are met daily through fabrication of machine parts and maintenance of stock level for Block Factory operation. To provide support services to Estate, Engineering, and WATSAN and to produce spare parts for Hydro and Garage for their smooth operations. The superintendent will work along with the Plant Protection Department to maintain security by erecting fences in and around Harbel and fabrication of tools for security check.

**The Factory Maintenance Superintendent** shall be responsible for but not limited to the following duties:

- Executing all physical and virtual inspections of machinery and fabrication works to identify problems and necessary action.
- Preparing weekly plan to ensure coverage of forecasted workloads.
- Assigning jobs to machinists and monitoring completion of tasks
- Ensuring that tasks are performed in accordance with environmental, health and safety policies and procedures to ensure the wellbeing of teammates and visitors.
- Reviewing shift reports and taking corrective measure where applicable.
- Evaluating and monitoring stock levels and making timely request for replenishments.
- Fabricating doors, window bars, and rapidly collecting tanks for Estates 'operation.
- Conducting training for machinists using work instructions and safety modules.
- Providing accurate information and regularly providing progress updates as required by management.
- Performing performance appraisals of direct reports at defined intervals.
- Performs other duties as assigned.

**Requirements:**

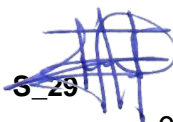
**Minimum Qualifications: Education, Experience, Knowledge, Skills and abilities**

- Degree in Machining Manufacturing Engineering or Diploma in machining.
- Minimum five years supervisory experience as Machinist
- Ability to communicate technical information.
- Good organizational and computer skills.

**Working Conditions:**

Must be able to work under pressure; speedily respond to emergency calls; work under sounds of heavy equipment, such as rubber processing machines; wears job related clothing as prescribed for the department including PPEs. Must be able to abide by all safety rules including no wood policy.

**Send resume to: Human Resources Department  
Firestone Liberia LLC. Or [FSLBHR@bfusa.com](mailto:FSLBHR@bfusa.com)  
Please reference this posting number on all documents: S\_29**



03/18/25