

## JOB DESCRIPTION

### JOB TITLE: Maintenance Supervisor

Report Identification Code: edmsv

**Job Purpose Statement:** The job of "Maintenance Supervisor" is done for the purpose of providing overall implementation and supervision of maintenance operations; managing maintenance operations and staff to meet department work goals in a safe and efficient manner; using appropriate procedures in compliance with pertinent regulations, codes and laws; providing for materials and equipment needs to meet project and scheduling deadlines; and ensuring optimal use of staff and other resources.

### Essential Job Functions:

- \* **Assesses** department projects/programs, costs and scheduling needs for the purpose of ensuring optimal use of staff and other resources to meet necessary deadlines.
- \* **Coordinates** with other staff, vendors and/or contractors for the purpose of maximizing efficiency in meeting department work goals and deadlines.
- \* **Develops** safe and efficient maintenance plans, projects and schedules for the purpose of meeting facility requirements and building needs.
- \* **Directs** assigned staff for the purpose of maximizing the efficiency of the workforce and achieving department work goals.
- \* **Evaluates** staff for the purpose of ensuring standards are achieved and performance is maximized.
- \* **Inspects** projects, repair work, equipment and projects within local/state/federal regulations.
- \* **Maintains** department records and personnel files as appropriate for the purpose of providing documentation for audit purposes and meeting district, local, state and federal requirements.
- \* **Prepares** documentation for the purpose of providing written support and/or conveying information.
- \* **Presents** various programs and/or trainings for the purpose of informing staff, and/or others of appropriate and necessary information, procedures and safe practices.
- \* **Reports** information to the Board of Directors and attends meetings as necessary for the purpose of providing updates regarding maintenance operations and projects.
- \* **Recommends** new hires, promotions, terminations and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- \* **Recommends** policies, procedures and/or actions for the purpose of providing direction and/or making decisions.
- \* **Responds** to emergency calls and/or situations as required for the purpose of resolving immediate safety, security and operational concerns and preventing further damage to property.
- \* **Solicits** quotations/bids for the purpose of providing cost information, making purchases and securing items necessary for efficiency of department operation.

### Other Job Functions:

- \* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- \* **Participates** in various meetings, activities, and/or trainings as requested and/or needed for the purpose of gathering and/or conveying information required to perform job functions.

**Job Requirements - Qualifications:**

- \* **Experience Required:** Job-related experience within specialized field with increasing levels of responsibility including supervision of personnel and projects.

- \* **Skills, Knowledge and/or Abilities Required:**

*Skills to:* use the methods, materials, tools and equipment required in facility operations; read and interpret plans, blueprints and/or schematics, and scientific/technical manuals; plan and manage multiple projects coordinating with staff as needed to ensure completion; make and implement judgments based on common sense; administer personnel policies and practices; prepare and maintain accurate records; use English in both written and verbal form to communicate effectively with staff and the public; provide direction to others; read/interpret/apply pertinent codes, policies, regulations and/or laws; meet deadlines and schedules; and estimate project costs. .

*Knowledge of:* methods and use of materials, tools and equipment used in building trades; problem-solving methodology; safety requirements and practices; appropriate laws, codes and regulations; and standard office procedures.

*Abilities to:* perform multiple, specialized and/or technical tasks; apply principles of logical thinking to define problems, collect data, establish facts and draw conclusions; work independently with minimal supervision; understand and carry out oral and written instructions; interact with persons of different age groups and cultural/educational backgrounds; work cooperatively with others; adhere to safe work practices; adjust to flexible work assignments; work under time constraints; maintain confidentiality of personnel and applicable records; work cooperatively with others; and apply basic first aid.

*Significant physical abilities include* sitting for prolonged periods, lifting/carrying/pushing/pulling, reaching/handling/fingering, talking/hearing conversations and other sounds, near/far visual acuity/visual accommodation/depth perception/field of vision.

- \* **Education Required:** High school diploma or equivalent
- \* **Training Required:** Proficiency in multiple trades
- \* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid driver's license and evidence of insurability
- \* **Other:** Ability to obtain appropriate certificates for building trades and/or specialized certificates may be required.