

Maintenance Supervisor

Reports to:
Classification:
Date:

Department:
Division:
Approved:

JOB SUMMARY:

The Maintenance Supervisor coordinates the safety and maintenance and equipment needs of owned and leased facilities in which Commercial/industrial Services programs are provided. The Maintenance Supervisor is directly responsible to the Vice President, Commercial/industrial Services.

ESSENTIAL FUNCTIONS:

The primary duties and responsibilities include, but are not limited to, the following:

1. Site Safety—The Maintenance Supervisor ensures that high standards of safety are developed, met, and maintained at Commercial/industrial Services facilities.
 - a. Arranges and coordinates annual fire safety inspections with local fire departments. Follows up on any deficiencies or recommendations.
 - b. Arranges and coordinates the internal safety inspections of Commercial/industrial Services facilities conducted by the President and Certified Safety Professional. Follows up on deficiencies and recommendations.
 - c. Participates in the process and function of the agency safety committee as the Commercial/industrial Services representative.
2. Site Maintenance—The Maintenance Supervisor ensures that Commercial/industrial Services facilities and grounds are maintained in accordance with relevant regulations, agency standards, and fiscal consideration.
 - a. Develops, implements, and reviews regularly site-specific maintenance logs for each Commercial/industrial Services facility.
 - b. Conducts quarterly maintenance inspections of each Commercial/industrial Services facility with the relevant Residence Manager. Provides a summary of maintenance recommendations to the relevant Program Specialist/Coordinator, Commercial/industrial Program Director, and Vice President, Commercial/industrial Services.
 - c. Evaluates long-term needs in relation to major projects and property improvements and develops a five-year plan outlining same in cooperation with relevant consultants designated by the agency.
 - d. Coordinates, arranges, and supervises or provides for the completion of corrective and preventive maintenance in accordance with agency operating procedures, practices, and financial considerations. Completion of work may involve one or more of the following resources, as directed by the Vice President, Commercial/industrial Services: Maintenance Supervisor, contracted labor per bid, as relevant, Commercial/industrial Services Personnel, paid or volunteer workers or crews.
3. Equipment Maintenance—The Maintenance Supervisor ensures that major equipment and furnishings are maintained in safe, operable condition and/or arrange for replacement.

- a. Develops, implements, and reviews equipment records (included in Maintenance Logs).
 - b. Establishes procedures and contacts to ensure timely repairs of equipment requiring minor repairs on a frequent basis.
 - c. Secures major equipment bids and makes recommendations for purchase when replacement or new equipment is required.
4. Safety and Maintenance Training–The Maintenance Supervisor may arrange for or provide training for personnel and residents as it relates to the safety and maintenance needs of Commercial/industrial Services facilities. Further, the Maintenance Supervisor may attend training programs relevant to the duties and responsibilities of this position.
 - a. Provides staff training in a variety of safety and maintenance topics including the effective utilization of the maintenance logs, completion of routine maintenance specific to the facility, equipment operations, multimedia fire safety training, and so forth.
 - b. Arranges and coordinates annual fire safety training for all Commercial/industrial Services personnel and residents.
 - c. Attends and participates in training opportunities and seminars relevant to this position.

ADDITIONAL RESPONSIBILITIES

- Participates in the development of policies and procedures related to maintenance and safety as an ad hoc member of the Commercial/industrial Services management team.
- Participates in annual budget preparation as it relates to safety and maintenance of facilities, grounds, and equipment.
- Serves as a member of other relevant agency committees as assigned.
- Ensures the appropriate use and proper care of the agency maintenance van.
- Completes other assignments as deemed appropriate by the Vice President, Commercial/industrial Services.

QUALIFICATIONS:

Bachelor's degree in a related field; or bachelor's degree and two (2) years' experience in all phases of building maintenance. Experience in estimating maintenance and repair costs is considered an asset.