

## Maintenance Supervisor Job Description

### **Job Summary:**

Coordinates, organizes, and manages the daily operational activities of Aspire Inc. to ensure safe, clean, and attractive facilities for people supported, employees, and the public.

**Position accountable to:** Director of Vocational Services

**FLSA:** Exempt

**Position Supervises:** Maintenance Assistant, Day and Evening Custodial Staff.

### **Job Requirements: Minimum Qualifications**

SKILLS are required to perform multiple technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; handling hazardous materials; basic vehicle maintenance, proper use of maintenance/grounds/custodial equipment (e.g. front-end loader, tractor, forklift, trailers, mowers, blowers, saws, drills, sanders, etc) and repair furniture and equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents and trouble-shoot/solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: working knowledge of plumbing, carpentry, HVAC systems, indoor sprinkler systems, fire alarms systems, underground sprinkler systems, electrical, motors/compressors, roofing, painting, grounds care, maintenance practices and construction fundamentals, and safety practices and procedures.

ABILITY is required to schedule and prioritize a number of activities and use job-related equipment. Flexibility is required to work with others in a variety of circumstances and with a diversity of people. Problem-solving is required to analyze issues and create actions plans that meet timelines. Specific ability-based competencies required to satisfactorily perform the functions of the job include communicating with diverse groups; displaying mechanical aptitude; setting priorities; working as part of a team; ability to work varying schedules as warranted by emergency situations.

### **Essential Functions:**

- Respond to emergencies for the purpose of determining and resolving immediate safety concerns, including emergencies that occur after office hours (evenings, weekends, holidays, etc).
- Responsible for monitoring and removing snow prior to business opening.
- Familiar with and complies with agency policies and procedures.
- Ability to use computer system.
- Conduct routine and periodic inspections of grounds, facilities, vehicles; recommends and completes necessary improvements, repairs, and vehicle servicing for the purpose of ensuring site safety, maintaining operational/cleaning standards, and compliance with state and federal regulations.
- Maintain maintenance records (equipment inspections, schedules, procedures, safety logs, maintenance requests, inventory, vehicle information, etc)

- Provides input into the development and monitoring of annual budgets for the purpose of ensuring that expenses are within budgetary allocations.
- Coordinate work performed by outside contractors and vendors.
- Supervise, plan and direct the daily work activities of all maintenance personnel for the purpose of maximizing the efficiency of the work force and meeting operational requirements.
- Prepare specifications and bids (e.g. carpet replacement, equipment, special projects, etc.) for the purpose of submitting accurate cost estimates of proposed work activities.
- Procure equipment, supplies, and materials for the purpose of maintaining appropriate inventory and availability of needed items.
- Provides supervisory requirements including selection, promotion, and dismissal of assigned staff; ensures adequate staffing patterns are maintained; provides training for personnel to ensure proper building maintenance techniques, injury prevention, and legal compliance.
- Communicate effectively both written/orally and follow written/oral instructions.
- Develops, schedules, and controls a preventive maintenance program to ensure equipment is in proper working condition.
- Provides input in purchase/lease of agency vehicles, maintains vehicle mileage records, and schedules vehicles for out of town travel.
- Maintain valid driver's license and good driving record.

**Other Functions:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Work directly with the public and co-workers and appropriately handle questions or concerns.

**Responsibility:**

Responsibilities include: working under limited supervision using standard practices and/or methods and directing other persons within a department.

**Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: frequent lifting, carrying, pushing, and/or pulling; some climbing and balancing, some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The job is performed at several locations in the community and under a variety of conditions: generally clean, noisy background, exterior could be cold, hot, wet; and in a generally hazard free environment. Ability to lift up to 50lbs.

**Experience:** 2-4 years experience in facility operation and management. Minimum of 1 year of management or supervisory experience preferred.

**Education:** Must have high school diploma/GED; some technical training preferred.

**Licenses/Required Testing:** Valid driver's license and evidence of insurability (CDL helpful). Must be able to successfully complete agency driver's training course, forklift certification, etc. Complete pre-employment and random drug/alcohol DOT tests.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date revised: April 27, 2018