Job Title: Maintenance Supervisor  
Job Code: 30717

JOB SUMMARY

The Maintenance Supervisor is responsible for supervising and participating in the maintenance and repair of college buildings and grounds.

MAJOR DUTIES

- Trains, assigns, directs, supervises and evaluates the work of employees engaged in performing skilled and semi-skilled buildings and grounds maintenance and repair duties;
- Supervises and participates in the repair and maintenance of college buildings, college equipment and vehicles;
- Plans and directs renovation projects as assigned;
- Completes carpentry projects;
- Uses, distributes and maintains materials, tools and equipment;
- Supervises and participates in grounds maintenance activities, including installing and maintaining landscaping and parking lots;
- Responds to emergency requests for repairs;
- Maintains records and logs of items such as time and materials expended on each work order and brief description of work performed;
- Maintains fire alarms, extinguishers, sprinkler and security systems;
- Applies insecticides by use of sprayer as directed and by adhering to necessary safety precautions.

COMPETENCIES

- Knowledge of the tools, equipment, materials and practices of building and grounds maintenance
- Knowledge of custodial tools, supplies and techniques
- Knowledge of safety policies and procedures
- Knowledge of plumbing, electrical and HVAC system maintenance and repair
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill in the supervision of personnel
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

MINIMUM QUALIFICATIONS

High School diploma or GED *and* Three (3) years of related experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.