

JOB DESCRIPTION – MAINTENANCE SUPERVISOR

The Maintenance Supervisor will be responsible for general maintenance of the Facility and shall also serve as the Safety Officer. Duties specific to the Supervisor include:

- a.) Maintaining the building in good repair and repairing problem areas.
- b.) Maintaining equipment in working order.
- c.) Maintaining the facility vehicle in good repair, if appropriate.
- d.) Supervise resident work crews where applicable.
- e.) Supervise an outside work crew for removal of liter from property.
- f.) Maintain a current list of specialized skill contractors for emergency use.
- g.) Control use of chemicals and solvents at the facility.
- h.) Perform Safety Officer duties as assigned by the Facility Director.
- i.) Perform other duties as needed to maintain the facility in good working order as assigned by the Facility Director or COO, or President.

The qualifications for the position of Maintenance Supervisor are: Four years experience as a maintenance worker in a similar sized facility with a proven history of knowledge and reliability.

The Maintenance Supervisor will work a forty-hour work week, which may include shift work.

The Maintenance Supervisor will be on-call for Safety Officer emergencies.

The person hired for this position must be found acceptable by an interview in regard to his/her interpersonal skills, personal appearance and character.

Staff Signature

Date

Director

Date