



EMPOWER

Job Description

Position Number: _____

Job Title: Maintenance Supervisor

Division: Administration

Department: Maintenance

Reports To: Executive Director

Prepared by: Diane Baehre

FLSA Classification: Non-Exempt Exempt

I. PURPOSE OF THE JOB

The Maintenance Supervisor oversees the maintenance function and works with administrative staff to ensure the safety, cleanliness and integrity of Empower's buildings and property.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Supervises maintenance and cleaning staff
- Manages maintenance workflow and ensures timely completion of projects by maintenance staff, in consultation with senior leadership team and mid-level leaders across divisions
- Maintains an inventory of long-range physical improvements needed in agency facilities and works with the ED on an annual capital improvement plan
- Working with maintenance staff, ensures completion and documentation of tasks that are required by regulatory agencies
- Maintains inventory of maintenance supplies, providing finance with monthly counts and pricing
- Meets regularly with the ED and/or senior leadership team to ensure proper communication about maintenance needs in various divisions and departments
- In consultation with administrative and finance staff and in keeping with agency policies and procedures, obtains competitive bids as needed for maintenance projects, and oversees the work of outside vendors handling maintenance-related tasks
- Handles emergency calls from central security and fire dispatch service for agency properties
- In collaboration with maintenance staff, completes seasonal tasks necessary for the proper upkeep and safety of the grounds of buildings and properties
- In collaboration with maintenance staff, ensures proper service and maintenance of agency vehicles
- Serves on Empower Health and Safety Committee
- Completes other tasks as assigned by the ED
- Serves as a representative of Empower, displaying courtesy, tact, consideration, and discretion in all interactions with internal and external constituencies

III. KNOWLEDGE AND SKILLS

- High School diploma or GED and a minimum of five years of paid maintenance or janitorial work experience.
- Experience in supervising employees.
- Basic computer skills, including functional use of email, internet, word processing and basic spreadsheets.
- Valid New York State Driver's License is required.

IV. FUNCTIONAL ABILITIES

Fluency in reading, writing and speaking English.

Visual acuity sufficient to inspect premises, perform needed repairs and maintenance and assure the safety of staff and individuals in or around facilities.

Mobility sufficient to perform all assigned duties including those that require use of a ladder.

Ability to lift 50 pounds without restriction in order to safely perform custodial and maintenance duties in the corporation's buildings, including moving furniture and supplies, snow and trash removal, etc.

Ability to work inside as well as outside in all weather conditions to maintain safety standards for the corporation's buildings.

Ability to work flexible hours to meet the demands of the position.

By signing below, I understand the above description of job duties and responsibilities.