

JOB TITLE: Building Maintenance Supervisor
REPORTS TO: Operations Manager
EXEMPTION STATUS: Non-Exempt
GRADE/SALARY:
DEPARTMENT: Maintenance
LAST UPDATED: January 13, 2012

PURPOSE

The purpose of this Job Description is to establish and define the authority, accountability, reporting relationships, responsibilities, duties, and measures of performance of the Building Maintenance Supervisor of _____.

BASIC FUNCTION

The basic function of the Building Maintenance Supervisor is to analyze building and building grounds maintenance problems and ensure repairs are completed in accordance with safety standards and local building codes in a timely, accurate, and efficient manner.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Complete daily logs by 8:30am each day for previous day.
- Verify weekly timesheets by Wednesday at 5:00pm.
- Responsible for responding to emergency/service calls when necessary (on call 24/7).
- Order equipment and materials as required in order to meet project demands and product lead times.
- Submit purchase orders upon receipt of packing slip and delivery inspection.
- Create schedules at the beginning of a project and update on a weekly basis.
- Responsible for lawn and snow maintenance to ensure a professional appearance and a productive and safe work site.
- Review and approve/reject invoices weekly.
- Prepares equipment/tools needed with the Tool & Equipment Coordinator and schedules accordingly.
- Obtains complete proposals from subcontractors as directed by Operations Manager.
- Plans and organizes material deliveries according to site layout plan.
- Coordinates with Tool & Equipment Coordinator to inventory safety supply cooler and other safety related equipment prior to needing.
- Completes a hazard assessment as needed.
- Creates material lists prior to sending associates to obtain items needed to maximize productivity.
- Coordinates change orders with Operations Manager according to project processes as requested by Owner.
- Ensures all cleaning of entire project site prior to owner walk through.
- Maintains project specific computer files in an organized manner to share information with Operations Manager and office.

- Meet and maintain open line of communication with owner/tenant throughout direction of project.
- Keep office and outside field staff and subcontractors up-to-date on projects weekly.
- Responsible for field staff performance and safety aspects constantly.
- Keep project site clean and appearance professional daily.
- Report all accidents to Project Manager immediately and complete appropriate claim form. Turn in to safety department within 24 hours.
- Ensure associate vehicles, tools, and equipment are cleaned and maintained as they are being used, while also ensuring they are being operated by certified associates and following all DOT and OSHA regulations.
- Ensure proper signing in/out procedures are completed as equipment/material is used.
- Promptly notifies Tool & Equipment Coordinator of broken tools and equipment. Remove from service is applicable.
- Properly care for and uses Company tools appropriately.
- Ensures that associates are trained on equipment and tools for proper use.
- Enforces DOT/OSHA regulatory requirements with Tool & Equipment Coordinator and other associates.
- Ensures inventory on the maintenance truck is efficiently stocked in order to respond to call. Maintains inventory as needed.
- Periodically inspect associate's personal tools for excessive wear and tear, broken safety features and that they are in compliance with tool requirements quarterly or as needed.
- Facilitate and lead toolbox talks weekly.
- Required to complete daily safety inspections on the project site.
- Monitors Confined Spaces entry program and follows accordingly.
- Performs air monitoring as required and maintains the required documented records.
- Ensure safety policies and procedures are followed daily.
- Responsible for completing projects to customer's satisfaction while maintaining cost effectiveness.
- Provide coaching and mentoring to all associates to educate and build skills.
- Ensure quality craftsmanship of work completed daily.
- Approve/deny associate vacation requests; submit original to Human Resources.
- Understand basic guidelines for human resource administration and implement as appropriate.
- Prepare and conduct performance evaluations jointly with Human Resources as needed.
- Attend and participate in all required safety trainings and toolbox talks.
- Document associate positive and negative performance throughout the year as it occurs.
- Stay current with changing technology/tools and participate in educational/training opportunities.
- Meets all deadlines and ensures all details are complete.
- Follow company policies and procedures.
- Perform job in a professional manner (appearance, language, behavior).
- Demonstrates respect for the differences between personalities and works toward consensus through positive teamwork.
- Upholds the values and missions of _____.
- All other duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

EDUCATION

- Required: High School Diploma or GED

LICENSING/REGISTRATION/CERTIFICATION

- Required: Have and maintain valid Driver's License with proof of insurance according to company standards
- Required: Medical card
- Required: Completion of OSHA 30 Hour, First Aid/CPR, Forklift and Aerial certifications are required within the first year of employment.

EXPERIENCE

- Required: 7-10 years experience in Building Maintenance

SKILLS, KNOWLEDGE, AND ABILITIES

- Ability and willingness to travel.
- Obtain personal hand tools for daily use.
- Knowledge of the general construction industry and the sub trades.
- Ability to communicate with Project Managers, owners, subcontractors, field associates, and affiliated companies.
- Ability to perform tasks and follow directions assigned by the Operations Manager accurately and within the specified timeframe.
- Must have mechanical aptitude and ability to handle physical and demanding requirements of the position.
- Knowledge of fire control and security alarm panels.
- Boiler/HVAC operation knowledge.
- Plumbing/steam fit repair experience.
- Ability to be aware of surrounding environment and conditions at all times.
- Ability to productively manage time and materials in order to maximize efficiency and quality.
- Computer knowledge, mathematics, business writing, organizational, technical, human relations, and conceptual skills to manage projects.
- Ability to take pride in servicing the customer and having a strong commitment to safety.
- Ability to motivate others and create personal value within a team.
- Ability to identify and troubleshoot problems before they become major issues.
- Ability to handle multiple tasks at the same time while maintaining attention to detail.
- Ability to work in stressful situations.

- Knowledge of Microsoft Project software (or equivalent applications).
- Knowledge of Microsoft Office Applications.
- Excellent written and verbal communication skills.
- Ability to interact with management.

PHYSICAL DEMANDS

These physical demands are representative of the physical requirements necessary for an associate to successfully perform the essential functions of the Building Maintenance Supervisor's job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the job.

While performing the responsibilities of the Building Maintenance Supervisor's job, the associate is required to talk, hear, and see. The associate is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard. The associate is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Must have sufficient manual dexterity to be able to operate all office equipment including, but not limited to: computers, fax machines, copy machines, and telephones. Must be able to elevate to heights of 30 feet or higher and lift 75 pounds or more.

WORK ENVIRONMENT

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the Building Maintenance Supervisor will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

While performing the duties of this job, the associate is often exposed to moving mechanical parts and vehicles. The employee is also exposed to varying weather elements. The noise level in the work environment is usually moderate to noisy.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Building Maintenance Supervisor's position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.