



MADEIRA

Title: Maintenance Supervisor
Department: Facilities Services
Reports to: Director of Facilities

Position Purpose

Under the general, technical and administrative supervision of the Director of Facilities, and in accordance with established policies and procedures, the Maintenance Supervisor's responsibilities include, but are not limited to:

Key Accountabilities

- Manage and lead the Maintenance Staff
- Responsible for the maintenance and operation of the campus Waste Water Treatment Plant and all related equipment in compliance with State and Federal regulations
- Maintains all campus buildings and residences
- Contracts with special trades and vendors to accomplish work that cannot be completed by in house staff
- Ability to estimate time and material needs and to determine when repair is not economically practical
- Ability to maintain a valid driver's license with a good driving record and able to be insurable.
- May be required to work overtime, accept call-back overtime or regular overtime, as needed, and agree to manage the emergency call-out list status.
- Must be available to assist with snow removal by shovel and/or power equipment when needed.
- Must be willing and able to work every 4th weekend at the Waste Water Treatment Plant
- Reliable and Punctual.
- Basic computer skills such as word and outlook.
- Must be an effective communicator.
- Must be able to read, write, and speak English.

Working Conditions and Physical effort:

- Strength and dexterity necessary to perform all required tasks, including: lifting 50 lbs. stooping, bending and working in tiring, uncomfortable positions
- Exposure to hot/cold, wet/humid weather conditions and dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises
- Overnight stay may be required during inclement weather
- Performing other duties/assignments as required by supervisor

Qualifications:

- Seven years of experience in General Maintenance
- Knowledge of all related HVAC equipment such as boilers, chillers, split systems, etc.
- Knowledge of Geothermal Systems is a plus
- Knowledge of local, state and national codes and of hazards and safety precautions
- Ability to read and interpret instructions, diagrams, sketches, blueprints and manufacturers' manuals
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- Previous management experience preferred

Position Requirements

<ul style="list-style-type: none"> • <u>Skills & Knowledge</u> • Ability to work within the overall organization of the Facilities Services Department and work with skilled and unskilled personnel as well as administrators • Ability to work in an independent, unsupervised atmosphere • Must possess good oral and written communication skills and be able to follow oral and written instructions (English). Ability to express ideas effectively and concisely • Ability to safely lift 50 pounds • Must possess knowledge and technical skills required for the repair and maintenance of plumbing, heating, and electrical systems, fixtures, devices and applications • Must possess and maintain a valid driver's license • Must be accessible and available in the event of emergencies or when needed to meet the ongoing missions of the school 	<ul style="list-style-type: none"> • <u>Experience</u> • 7 years of industry related experience. 	<ul style="list-style-type: none"> • <u>Education</u> • High School Diploma, or GED • Equivalent combination of education and/or experience will be considered
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Disclaimer: The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required.

The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective.

The Madeira School is an Equal Opportunity Employer.