



JOB DESCRIPTION

POSITION:	MAINTENANCE SUPERVISOR
GROUP:	Operations
SUPERVISOR:	Chief Financial Officer
JOB STATUS:	Non-exempt; Hourly; Full Benefits
HOURS:	Full-time; 40 hours/week; 100% FTE

SUMMARY DESCRIPTION:

Under general supervision of the Chief Financial Officer, the Maintenance Supervisor is responsible for maintaining the HighScope facilities in Ypsilanti. Duties include repairing/altering buildings; maintaining electrical, heating and plumbing systems; painting; supervising maintenance assistant(s), working with a facility service company to complete responsibilities, and performing related work as required.

ESSENTIAL FUNCTIONS/DUTIES:

1. Perform and supervise all routine indoor and outdoor maintenance of buildings on HighScope property, including the mansion, offices, rentals and preschool buildings. Work includes repairing electrical, heating/cooling, plumbing systems; running new plumbing pipes as needed. Prepare rental units for tenants and make repairs as needed. Perform alterations to facilities.
2. Repair and maintain sidewalks, driveways, entrances, etc. Replace broken concrete; resurface driveway; keep walkways and driveways clear of snow and debris.
3. Purchase, repair, and maintain equipment and vehicles, i.e., snow plow, mower, vacuums, maintenance van/vehicles, etc.
4. Oversee expenditures in the maintenance and custodial departments; purchase and maintain inventories of products and equipment.
5. Implement the HighScope safety plan; ensure compliance with OSHA regulations: Control lockout/tag out devices and procedures; maintain material safety data sheets (MSDS); work with local police, fire departments, insurers to maintain safety of buildings and staff.
6. Develop and coordinate emergency procedures; conduct regular emergency drills.
7. Oversee upkeep of grounds; trim and remove trees, maintain fences or other boundaries; oversee mowing of lawn, etc.
8. Supervise the maintenance assistant(s), head custodian and or cleaning company.
9. Contract with outside vendors for repairs/replacement for buildings and grounds as warranted.
10. Move office furniture as needed.
11. Maintain the security systems - assign pass codes to staff; train staff on use of alarm systems.
12. Maintain a builder's license in order to get building permits to do repairs or renovations to HighScope properties (historical buildings).
13. Perform other work-related duties as assigned.

PREFERRED JOB QUALIFICATIONS:

Education/Experience:

- ▶ Minimum of High School diploma or GED is required.
- ▶ Minimum of five years of experience in maintenance and/or construction, with some experience with plumbing, electric, heating/cooling systems is required.
- ▶ Residential builder license is required.
- ▶ Minimum of three years' supervisory experience is required.

Knowledge, Skills, Abilities:

- Ability to prioritize work, meet deadlines, handle multiple projects, work under pressure, be flexible.
- Strong organizational, planning and time management skills; highly productive and energetic; strong work ethic; results-oriented.
- Ability to work independently and take initiative; ability to work with minimal supervision.
- Ability/willingness to comprehend and cooperate with directions and supervision.
- Ability to work collaboratively in a team environment and to work well with outside vendors.
- Good interpersonal skills; high level of integrity; attention to personal grooming and hygiene; positive attitude.
- Ability to provide leadership and direction; proven ability to supervise and lead others and to direct and delegate work to others; ability to motivate effectively.
- Strong attention to detail; detail-oriented; accurate.
- Highly dependable and reliable; ability to show up for work consistently, regularly, and on time.
- Some knowledge of computer applications in Windows environment; general knowledge of Internet and e-mail.

Other Qualifications/Requirements (i.e. Licenses/Certifications, Travel, Lifting, etc.):

- ▶ Valid driver's license for travel with company vehicles or own transportation
- ▶ Physical actions performed frequently: standing, walking, bending, stooping, carrying, reaching, climbing stairs, kneeling, balancing, pushing/pulling, lifting, repetitive hand motions.
- ▶ Frequent exposure to heat/cold/dust/chemicals/outdoors
- ▶ Ability to lift and carry approximately 50-75 pounds

DISCLAIMER - The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Management reserves the right to revise the job description at any time.