Maintenance Supervisor

Job Description

Reports to: Executive Director

**JOB SUMMARY:** The Maintenance Supervisor is responsible for the total maintenance and repair of the community including the building, plumbing, masonry, carpentry, painting, electrical, refrigeration, air conditioning, flooring and grounds. This includes a preventive and responsive maintenance schedule. The Maintenance Supervisor is also responsible for ensuring the building and its systems are maintained and function within all state/federal regulatory codes/guides. In some situations this position supervises housekeeping and laundry departments.

**PRIMARY RESPONSIBILITIES:**

*Building and Grounds Maintenance*

1. Ensure the building(s) and grounds are in good repair and provide a safe and attractive environment for residents.
2. Develop and conduct a routine preventative maintenance program. Maintain accurate and complete records of all utilities, systems, equipment, and repairs.
3. Maintain floors in good, clean condition, i.e. carpet shampooing, waxing, etc.
4. Conduct routine inspections of the building and grounds to identify needed repairs. Implement a system for staff to report needed repairs (maintenance log).
5. Respond promptly to all requests for repairs or maintenance concerns from residents, family member, staff, and supervisor.
6. Assist with resident move-ins and move-outs and preparing apartment for new renters.
7. Assist with setup and cleanup for special events.
8. Maintain grounds, coordinate lawn and sprinkler service, snow removal service, and other outdoor grounds services as needed.

*Maintenance of Systems*

1. Test the fire protection systems as required by NFPA 101, Life Safety Code and schedule regular inspections of all fire protection components.
2. Test resident and building security systems on a regularly scheduled basis.
3. Maintain the HVAC system and regulate to provide a comfortable temperature in the community that meets regulatory compliance.
4. Ensure an effective lighting system is provided both in and outside of the community.
5. Ensure that plumbing system and water temperatures are in compliance with code/regulation.

*Maintenance Ordering and Inventory*

1. Order maintenance supplies from approved vendors on a regular basis, maintaining inventory levels while staying within budgetary guidelines.
2. Order repairs from community approved vendors with supervisor approval.
3. Maintain and neatly organize all maintenance supply/equipment storage areas.
4. Regularly prepare and update an emergency list with vendor/contract names, addresses, and emergency contact information for all key staff.

*Regulatory Compliance and Sanitation*

1. Ensure compliance with all governing regulations and codes: OHSA-hazcom and exposure control program, State Fire Marshall (NFPA 101, Life Safety Codes), Assisted Living governing regulations, i.e., OAR’s, WAC’s, etc.
2. Serve on the safety committee.
3. Ensure that all maintenance items are kept in a safe area to prevent injuries to residents, employees, or visitors.
4. Ensure proper removal and disposal of trash, recyclables, and biohazard.
5. Establish a routine pest and rodent control service.
6. Possess and maintain a strong knowledge of the community, its benefits, the services provided, the residents and employees.
7. Develop knowledge of community policies and procedures.

Training

1. Participate in the training of employees on responding to emergency situations and fire drill procedures. Maintain all logs and records of training and drills.
2. Educate all team members on the basic procedure for turning on and off utility system valves and how to handle emergency plumbing problems, such as, clogged toilet, leaking plumbing, etc.

Housekeeping/Laundry Supervision (if applicable)

1. Cooperate with the Executive Director in hiring, orienting, and training new staff.
2. Prepare staffing schedules according to community needs and budget guidelines.
3. Supervise and audit staff to ensure standards and infection control practices are being followed to maintain a clean and sanitary environment.
4. Order cleaning and equipment supplies from approved vendors on a regular basis, maintaining inventory levels while staying within budgetary guidelines.
5. Ensure equipment is being maintained in good repair.
6. Administer proper performance appraisals, correction actions, and on-going training, as needed.
7. Supervise the proper storage and labeling of all supplies.
8. Carry out other duties as assigned by supervisor.

QUALIFICATIONS/SPECIFICATIONS:

1. Genuine concern for and ability to work with the elderly.
2. Knowledge of basic carpentry (rough/finish), plumbing, electrical, HVAC, and basic repairs.
3. Must have and use: truck for transporting supplies and equipment and tools to perform minor repairs (mileage reimbursement for work use of vehicle will be provided).
4. Must have a current driver’s license and provide a five year abstract with no driving infractions.
5. Ability to train, supervise, lead, and motivate people.
6. Ability to delegate responsibility while maintaining oversight of daily activities and major projects.
7. Ability to manage and prioritize a large, complex workload.
8. Must be able to utilize standard precaution knowledge and infection control measures where required.
9. Possess sufficient communication and language (orally and written) skills to perform job duties and communicate with residents, other staff, family members, etc., as needed.
10. Ability to make sound decisions when faced with ambiguous situations and to function effectively despite conflicting information.
11. Ability to work with superiors and within the parameters of corporate policies and procedures.
12. Knowledge of and ability to conform to the applicable law, rules and regulations. Experience working with public officials: OSHA inspectors, building inspectors, Fire Marshall, etc.

EDUCATION:
High school graduate or GED, prefer completion of apprenticeship in construction, carpentry, mechanical systems.
EXPERIENCE:
Minimum of one year general maintenance or construction experience with supervisory responsibilities.

PHYSICAL JOB REQUIREMENTS:
In a typical eight hour day, employee will:
- Stand/walk frequently, punctuated by opportunities to sit.
- Sit up to 1-2 hours at a time, punctuated by varying intervals to stand.
- Lift
  - Constantly: ≤10-25#
  - Frequent: ≤50#
  - Occasional: ≥80#
  - Rarely: ≥100#
- Carry
  - Constantly: ≤10-25#
  - Frequent: ≤50#
  - Occasional: ≥80#
  - Rarely: ≥100#
- Push/pull
  - Constantly: ≤10-25#
  - Frequent: ≤50#
  - Occasional: ≥80#
  - Rarely: ≥150# (resident wheelchair)
- Frequently kneel, bend, and reach.
- Secures proper assistance for transferring and lifting of residents as needed (training required for this task)
- Performs squats on a frequent basis to reach below knee requiring ≥10# but ≤25#.
- Reaches on a constant basis while performing repair functions. May occasionally reach overhead requiring ≤25#, and below waist requiring ≤80#.
- Performs a twist or rotation frequently at the trunk, hips, knees and neck while performing duties requiring ≥10# but ≤25#.
- Vision- must be able to read clearly with or without corrective lenses.
- Hearing- Must be able to hear telephone, audible alarms, bells, and signals related to resident safety, with or without hearing devices.
- Speech/language- must have strong command of the English language sufficient to read and write and interpret environmental safety information.
- Bloodborne exposure category: Medium-Hepatitis B vaccine offered. Exposure tasks include: Cleaning blood spills.

Ageia Health Services is an equal opportunity employer. This means we do not discriminate in employment decisions on the basis of race, color, national origin, citizenship status, creed, religion, sex, age, marital status, disability, political ideology, veteran status, or any category protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, reduction in force, recall, transfer, leaves of absence, compensation and training. We fully comply with our legal duty to provide reasonable accommodations to allow people with disabilities to apply for and perform their jobs. If you have a disability that would affect your ability to perform the essential functions of this job you must let us know as soon as possible.

This job description may be changed to include new responsibilities and tasks or change existing ones as Ageia Health Services Management deems necessary.

EMPLOYEE ACKNOWLEDGEMENT:
I have read and I understand the job description in full for the position I am applying. I understand that my employment is at will and thereby understand that the company or I can terminate employment, with or without cause or advance notice.

I am able to fulfill the duties, responsibilities, and requirements of this position as outlined above.

Applicant’s/Employee’s Signature ____________________________ Date ____________________________