

JOB TITLE: MAINTENANCE SUPERVISOR

CLASSIFICATION: Management Full Time Regularly

NATURE OF WORK: supervises custodial and janitorial tasks at all branches; performs maintenance tasks at all locations; evaluates maintenance repair needs for all locations; makes deliveries to all branches and post office as needed; purchases library supplies and maintenance supplies; supervises outsourced maintenance work; supervises maintenance of library vehicles.

EXAMPLES OF WORK PERFORMED: light maintenance work consisting of carpentry, plumbing, electrical, grounds maintenance, painting, and supervision of janitorial and hvac maintenance; supervises outsourced projects; supervises vehicle maintenance; makes deliveries as needed; attends staff meetings as needed; purchases library supplies; and other duties as required.

SUPERVISION: Performs work under the direction of the Assistant Director for Business Management. Supervises courier and janitorial positions.

EXPERIENCE: Significant experience in building trades work areas, good driving record, grounds keeping experience; previous management experience preferred. Maintenance of a class E driver's license is required.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to work with minimal supervision following an established routine; ability to perform maintenance and repair duties common to the building trades and grounds-keeping, physical ability to lift bend, kneel, stoop, and carry 50+ lbs. Ability to keep records and good communication skills. Must possess a class E driver's license. Ability to drive and maneuver a trailer is a plus. Must be able to travel to different locations on a regular basis.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.