

Harvest Best Academy

Maintenance Supervisor

Reports to: Director of Operations

Position Description: The Maintenance Supervisor will oversee maintenance and repairs of electrical, plumbing, heating, ventilation, and air conditioning (HVAC), carpentry, painting, and other building systems.

Responsibilities

- Hires and trains maintenance department staff.
- Organizes and oversees the schedules and work of maintenance staff.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline and termination of employees as needed and in accordance with company policy.
- Oversees the day-to-day operations of the maintenance department.
- Evaluates systems or facilities to determine maintenance or repairs that need to be performed.
- Assesses building systems to plan work assignments and project schedules.
- Develops maintenance procedures and schedules.
- Ensures maintenance and repair work is completed correctly and promptly.
- Assists with departmental budget estimates and costs of specific repair projects.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Extensive knowledge of building systems such as plumbing, electrical, and HVAC.
- Excellent analytical and problem-solving skills.
- Ability to identify issues and determine repairs that are needed.
- Ability to plan maintenance schedules for building systems.
- Excellent management and supervisory skills.
- Proficient with Microsoft Office Suite or similar software
- High school diploma or equivalent required.
- At least five years of maintenance experience is required.

Physical Requirements:

- Must be able to traverse property and facility to diagnose building issues and plan repairs or maintenance.
- Must be physically able to perform repairs when needed.
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift 25 pounds at a time

Salary: Based on years of experience & level of education.

As an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability.