



Maintenance Supervisor

Job Code: LMECH - 114
Revision Date: Dec 21, 2018

Salary Range:
\$18.43 - \$30.14 Hourly
\$1,474.40 - \$2,411.20 Biweekly
\$38,326.00 - \$62,698.00 Annually

FLSA: Exempt

Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

General Description

The purpose of this job is to plan, assign and supervise the work of unskilled, semi-skilled, and skilled workers engaged in the maintenance and repair of buildings and facilities.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Supervise subordinate personnel to include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; participating in the selection of new employees.
- Review the work of subordinates for completeness and accuracy; evaluate and make recommendations as appropriate; offer advice and assistance as needed.
- Estimates and procures materials required to complete maintenance tasks; maintains an inventory of common repair / replacement parts and materials.
- Perform difficult and complex maintenance and construction duties of the department, including reading and interpreting manuals and complex construction plans and specifications.
- Inspect facilities to identify maintenance and repair requirements and priorities.
- Prepare, receive and/or review various records and reports including invoices, email/memorandums/verbal requests, mechanical equipment reports and service contracts.
- Perform general administrative work as needed, including preparing reports and correspondence, attending meetings, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, etc.

- Performs other duties as assigned.

Minimum Education and Experience Requirements

Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one (1) year of college supplemented by two (2) years of experience in construction, facility maintenance, building superintendent or closely related field; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

Required Knowledge and Abilities

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

Physical Demands

Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

Unavoidable Hazards (Work Environment)

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.

Special Certifications and Licenses

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

Americans with Disabilities Act Compliance

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Other Job Characteristics

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

Note: This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.