

Unique People Services Job Description

Job Title: Maintenance Supervisor
Department: Crown Residence
Reports To: Residence Manager
FLSA Status: Exempt
Prepared By: HR Director
Revised Date: 9-23-09

SUMMARY: Maintain building in a clean and safe manner; including upkeep of building and systems, insures timely repair of equipment or building damage. Monitor levels of heating, oil and electricity/gas supply.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintain activity log for repairs/needs in the building.
- Insure that boiler is well maintained, drained weekly and adequate heating levels and other supplies needed to maintain building are in compliance with City and State regulations.
- Make minor repairs to building or its equipment or arranges for repairs or replacement of same.
- Insure the general cleanliness of building and disposal of house garbage
- Maintain weekly maintenance, cleaning and housekeeping schedule.
- Supervise maintenance personnel.
- Requisition necessary maintenance/repair/cleaning supplies and maintain inventory of supplies.
- Ready Residential rooms for occupancy.
- Paint and repair residential rooms when vacated, as necessary.
- Report all building/room damage to program director upon occurrence.
- Participate in the moving of residents.
- Attend mandated in service training programs and meetings.
- Schedule and assist maintenance staff in performing monthly safety inspections of resident's rooms.
- Arrange for and maintain log of all inspections of physical plant systems, fire extinguishers, elevator, etc. on a routine basis in accordance with regulatory guidelines.

- Maintain all mandated building maintenance/fire safety certifications.
- Coordinate pick up and delivery of linen/towels on a regularly scheduled basis.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A license or certificate of training with at least one year experience in building maintenance, along with one year experience in maintaining a residential building. Working knowledge of carpentry, electricity and plumbing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NOTE: This job description reflects management's assignment of essential and secondary functions. It does not prescribe or restrict the tasks that may be assigned. Tasks are subject to change at any time due to reasonable accommodation or other reasons.

E-mail resumes: recruit@uniquepeopleservices.org with Word document attachments. Only applicants being considered for an interview will be contacted. Unique People Services is an Equal Opportunity Employer.