

YWCA St. Joseph

Job Title: Maintenance Supervisor
FLSA Classification: Exempt
Reports to: Executive Director

JOB DESCRIPTION

Summary/Objective

The maintenance worker position, under limited supervision, performs work of routine difficulty maintenance for both locations; performs related work as assigned.

Primary Duties and Responsibilities:

- Performs routine maintenance on building interior and exterior. This may include, but not limited to: drywall, plaster, painting, plumbing, basic electrical, supply ordering, on call response, housekeeping/sanitation oversight, event setup, standards of childcare licensure, evacuation/shelter in place drills, grounds keeping, occasional housekeeping.
- Keeping all building inspections on a routine and maintained schedule.
- Contact and schedule vendors, contractors & inspections for necessary building repairs and emergencies that are outside the scope of routine maintenance.
- Maintains a schedule of when maintenance has been performed and when next service is due.
- Works in a safe manner and recognizes unsafe situations. Takes appropriate action to ensure safety of themselves and others in building.
- Receive all donations for the facility.
- Create and oversee tasks and detailed schedule for housekeeping staff.
- Daily playground and outdoor inspections.
- All other duties as assigned

Qualifications:

- High school diploma or GED
- Supervisory experience preferred
- Ability to work with little or no supervision
- Ability to exercise sound judgement and act quickly in an emergency
- Prior housekeeping experience, floor care preferred
- Ability to pass child abuse/neglect and criminal background screening
- Ability to lift 50 pounds
- Ability to work flexible hours, including weekends

Working Conditions:

- Forty (40) hour workweek with flexibility regarding days/times to accommodate other shifts, as needed.

- Indoor working environment protected from weather conditions and contaminants other than normal cleaning supplies. Minimal outdoor work, such as sidewalk/trash maintenance.

Physical Requirements:

- Standing for long periods, bending, stooping and lifting up to 50 pounds.
- Repetitive hand/arm motion.
- Ability, on a consistent basis, to perform activities requiring cooperation, instruction, or speaking with others.
- Ability to communicate effectively in person with program participants, donors, volunteers and staff.
- While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Supervisory Responsibility:

- The maintenance supervisor will oversee vendors, contractors and housekeeping staff.

Required Education and Experience

- High school diploma or GED.
- 5 years of relevant building maintenance experience.

Personal Characteristics:

The successful individual will demonstrate the following:

- Organization: Set priorities and develop a work schedule to accomplish assigned tasks.
- Independence: Ability to work alone with little to no supervision and independently identify tasks that need to be done.
- Build relationships: Establish and maintain positive working relationships with others, both internally and externally to achieve the organizations goals of empowering women and eliminating racism. Able to work as a team. Able to maintain confidentiality and appropriate boundaries with program participants.

Competitive Salary and fringe benefits. YWCA St. Joseph is an equal opportunity employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. *EEO* *AAP*