Job Title: Maintenance Supervisor	**Reports To:** SNF Administrator/AL Executive Director
Job Classification:	
FLSA Status: Non-Exempt	**Revised Date:** April 2024

POSITION SUMMARY

The Maintenance Supervisor is responsible for coordinating and overseeing the maintenance and repair work needed at the Facility/Community. This position will oversee the maintenance team, inspect areas in need of repair, execute repairs with the team as necessary, and maintain Facility/Community equipment for a safe environment.

GENERAL JOB DUTIES

- All employees are responsible for a basic knowledge of the employee handbook, along with the mission and vision of the Facility/Community and must conduct themselves with behavior that supports these values.
- All employees understand the safety and well-being of both the residents/tenants and staff members is the number one priority of their Facility/Community.
- All employees are responsible for making the most of their working time and reach maximum potential by being on time for appointments, checking voicemails/emails as appropriate and completing deadlines in a timely manner.
- All employees are expected to escalate issues as necessary.
- All employees will specifically be trained on their job duties, however; other mandatory trainings may be deemed appropriate by leadership for one or all members of the team.
- Other projects and/or duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Ability to establish and maintain inventories of maintenance supplies/equipment and ensure that all equipment is functioning appropriately.
- Develop and maintain a facility/community preventative maintenance program. This might include working with other department heads.
- Establish relationships with outside vendors and contractors and contact them as needed.
- Perform cleaning procedures related to the job task in accordance with facility/community policy.
- Perform waste disposal procedures in accordance with facility/community policy.
- Oversee the general maintenance of the grounds and buildings.
- Demonstrate proper care of and use of janitorial equipment.
- Attend in-service meetings for maintenance staff – along with any other required in-services.
- Always follow Resident's/Tenant's Rights policies.
- Observe and comply with established infection control and universal precautions practices.
- Comprehend and follow all OSHA, State, and Federal policies and regulations.
- Ability to perform various routine maintenance tasks utilizing painting, electrical, plumbing, carpentry, and mechanical skill as is appropriate.
- Supervise floor maintenance as performed by the Maintenance Assistant.

- Respond to maintenance emergencies during off hours.
- The use of personal vehicle for approved work related tasks will be reimbursed for mileage at a pre-determined rate.
- Accept and perform additional duties as assigned by your Administrator/Executive Director in a cooperative manner.

EDUCATION & EXPERIENCE REQUIREMENTS

- A high school diploma or equivalent required.
- Knowledge or training in general maintenance duties. 1-2 years of previous maintenance experience preferred.
- Previous management or leadership experience in a long-term care setting preferred.

REQUIRED SKILLS

- Ability to follow oral and written instructions.
- Ability to work in a team environment, set a positive example and communicate effectively with staff and residents/tenants.
- A responsible, organized, and detail-oriented mindset.
- Refined time management skills and the ability to multi-task.

PHYSICAL REQUIREMENTS

- Ability to lift up to 75-100+ pounds or more with assistance. This position requires regular movements such as: balancing, climbing, grasping, kneeling, lifting, pulling/pushing, reaching, repetitive movement, standing, and stooping.
- An individual in this position may be exposed to inside and outside environmental conditions, extreme cold (temperatures below 32˚ F) for more than one (1) hour, physical, chemical, and respiratory hazards, and vibrating and/or repetitive movement.
- An individual in this position may be exposed to Bloodborne Pathogens.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

SCHEDULE EXPECTATIONS

This role may require work to be performed outside the regular hours of operation of the Facility/Community, especially in the case of maintenance emergencies.

EQUAL EMPLOYMENT OPPORTUNITY

At your Facility/Community, we understand that every employee is different in his or her own way. We do not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, military status, or other non-merit factors. The Facility/Community is a proud Equal Opportunity workplace.

By signing below, I am certifying that I am qualified for this position (as described above) and capable of performing the general and essential functions of the position. I agree that this Job Description has reasonable expectations and that this is in no way, shape, or form a contract of employment. By signing this document, there is no guarantee of continued employment as the State of Iowa and Nebraska mandates at-will employment.

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FACILITY/COMMUNITY NAME

_____ _____

EMPLOYEE SIGNATURE DATE

_____

PRINT EMPLOYEE NAME

_____ _____

SUPERVISOR SIGNATURE DATE

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PRINT SUPERVISOR NAME