



Title:	Maintenance Department Supervisor
Reports to:	Maintenance Director
Terms of Employment:	12 Months
Salary:	NC State Salary Schedule

The employee's primary function is to oversee the work of all technicians, both structural and mechanical on the maintenance staff, maintaining an orderly flow to assure completion of these work orders in a timely fashion.

Knowledge, Skills, Abilities Etc. This employee must demonstrate expertise in all facets of facility maintenance with at least three years of prior experience in maintenance supervision. A basic education and high school diploma is required.

He/She must independently analyze situations arising during the work day, be able to use good judgment in prioritizing the work load of the maintenance staff. He/She must be punctual, adhere to established work hours, attend work regularly without undue absenteeism, and demonstrate a cheerful and cooperative attitude.

Driving Requirements: The employee will be assigned a vehicle. A good, safe driving record and a valid North Carolina driver's license are required.

Specific Duties:

Receive and assign all work orders received by the Maintenance Department.

Follow up on completed work orders to assure quality

Maintain a good work relationship with each principal

Keep maintenance director informed of any abnormal or unusual situations

Assist maintenance director in receiving quotes for required material