

THE MARIANIST PROVINCE OF THE UNITED STATES

POSITION DESCRIPTION

TITLE: Maintenance Supervisor

FLSA: Exempt

REPORTS TO: Dir of Mount Saint Facilities

LOCATION: Mount Saint John, Dayton

General Summary: The Maintenance Supervisor for the 8-building campus plays a pivotal role in ensuring the optimal functioning, safety, and appearance of the diverse range of buildings. This position requires a highly organized and skilled individual who can oversee and perform various maintenance and repair projects, employ a mix of modern and historical maintenance approaches, ensure the smooth operation of the campus, and develop a deep understanding of all building plans, operating systems, and operations.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. **Supervision and Leadership**
 - Leads an associate maintenance person by assigning daily tasks, providing guidance and technical expertise, and working cooperatively on projects.
 - Fosters a collaborative and safety-conscious work environment.
2. **Operations**
 - Completes daily rounds to ensure all systems are operating correctly and within expected parameters.
 - Fixes systems that are not operating correctly in conjunction with Director of Mount Saint John Facilities (i.e., Supervisor), either in-house or via a contractor.
 - In conjunction with Supervisor, uses the Building Management System to monitor and program operation of building systems.
3. **Preventive Maintenance**
 - Oversees (in conjunction with Supervisor) and/or implements a comprehensive preventive maintenance program.
 - Schedules and oversees routine inspections, servicing, and repairs.
4. **Project Completion**
 - Completes projects as assigned by Supervisor to improve and maintain the buildings on campus.
5. **Cemetery**
 - Lays out burial plots and records grid positions.
 - Assists grounds crew as needed with burials.
6. **Water Treatment**
 - Obtains and maintains water treatment plant certification (personal [within a year] and building [ongoing]) as governed by the EPA.
 - Tests water at EPA required intervals.
 - Fills out all required paperwork for the water treatment plant and provides reports as required to the EPA and to the campus.
 - Troubleshoots and repairs issues with the water system and treatment plant.
7. **Repairs and Maintenance**
 - Responds to maintenance requests and emergencies promptly. Effectively utilizes the ticket system to communicate progress of requests.
 - In conjunction with Supervisor, coordinates and executes repairs and maintenance activities, both in-house and through contractors when necessary.
 - Maintains accurate records of all maintenance and repair work.

8. **Building Systems Knowledge**
 - Applies a deep understanding of various building systems and technologies, including HVAC, electrical, building management systems, fire, plumbing, and structural when completing repairs and projects.
 - Troubleshoots issues and repairs or makes recommendations for improvements.
9. **Safety and Compliance**
 - Completes work following relevant safety regulations and building codes.
 - Promotes a culture of safety awareness.
 - Recognizes and addresses safety concerns on campus in conjunction with Supervisor.
10. **Vendor and Contractor Management**
 - Collaborates and coordinates (in conjunction with Supervisor) with vendors and contractors for specialized maintenance and repairs.
11. **Emergency Response**
 - Is on call for and responds to after-hours emergencies. Coordinates emergency responses in conjunction with Supervisor.
 - In conjunction with Supervisor, acts as a point of contact during emergencies and coordinates with relevant authorities.
12. **Documentation and Reporting**
 - Maintains accurate records of maintenance activities, equipment, and warranties.
 - Prepares regular reports (verbally and/or written) for Supervisor on maintenance operations.
13. **Building Plans and Systems Understanding**
 - Develops a deep understanding of all buildings plans, operating systems, and operations to facilitate efficient maintenance and troubleshooting.
14. **Collaboration**
 - Works in close communication with Supervisor.
 - Attends and participates in periodic Mount Saint John Facilities meetings.
 - Provides assistance to the grounds crew as needed.
15. **Other**
 - Completes other tasks as assigned by the Director of Mount Saint John Facilities.

QUALIFICATIONS

1. High School diploma.
2. Seven years of experience in building maintenance with at least 3 years in a Supervisory or managerial role.
 - a. Experience should include repairing, operating, and maintaining mechanical, electrical, and plumbing systems; building management systems; fire suppression systems; and water treatment systems.
3. Knowledge of building systems, codes, and regulations.
4. Ability to prioritize tasks, manage time effectively, and adapt to changing priorities.
5. Ability to collaborate well with Supervisor and co-workers.
6. Effective problem-solving and decision-making abilities.
7. Desire to attend to and prioritize energy efficiency and renewable energy in work.
8. Water Treatment Facility Certification is a plus.
9. Experience with renovation projects is a plus.
10. Locksmith experience is a plus.
11. Willingness to support the vision and values of the Catholic Church and the Marianist Province.
12. Possess a valid Ohio Driver's license and qualify for Marianist Province of the United States vehicle insurance under the Marianist Province of the United States driving policy.
13. Ability to work with limited supervision.

PHYSICAL DEMANDS

1. Work is in an indoor and outdoor setting year-round. Must be able to handle and lift objects and or materials of up to fifty pounds, walk, bend, squat, carry and stretch, climb ladders, use a telephone (hear and speak), text, and use a computer (work at desk).
2. Must be able to work in tight spaces, work overhead with arms above the head, drive a vehicle, and work with power tools and HVAC, Plumbing, and Electrical equipment.

ACCOUNTABILITY

The Maintenance Supervisor is directly accountable to the Director of Mt St. John Facilities.

SALARY AND BENEFITS

Competitive salary and benefit package includes medical, dental, vision, life, LTD, 403B, thirteen paid holidays, and generous paid time off.

For consideration, please email cover letter and resume to: jbohrer@sm-usa.org

Job descriptions are not intended, nor should be construed, to be all-inclusive lists of all responsibilities, skills, efforts or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.

October 2023