

Maintenance Supervisor



Position Description

Facilities Services Supervisor

Entity:	Masonic Homes of California	Payroll Type:	Non-Exempt
Department:	Facilities Services	Supervisory:	Yes
Reports To:	Director of Facilities	Work Status:	Full Time
Location of Job:	Union City	Revised:	10/11/18

Position Held By: Open **Regular Hours:** 40 hours per week

Schedule: Occasional overtime, some weekends and evenings may be required

Job Summary

Coordinates with the Facility Services Staff regarding their individual assigned tasks. Executes overall maintenance programs on all electrical/mechanical equipment and physical facilities to assure that a successful maintenance program is maintained at all times. Conducts regular safety meetings with employees to assure that proper procedures are followed in performing assigned tasks.

Essential Functions

1. Receives and follows instructions and directives from the Director of Facilities or the Assistant Director of Facilities.
2. Prepares work schedules and daily job assignments. Monitors work of Facility Services staff to ensure compliance with directives and established procedures.
3. Inspects the facility on a regular basis to ensure that the facility and equipment are maintained in accordance with established policies and procedures, and all hazardous areas are properly identified. Follows established safety rules and procedures.

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4. Oversees work performed by maintenance mechanic staff and is responsible for the yearly staff evaluations.
5. Works with the Director of Facilities on all facilities maintenance projects.
6. Coordinates with employees, residents, and other departments regarding concerns and any problems that need attention.
7. Supervises, trains, and evaluates staff assigned to the Maintenance Supervisor team.
8. Designates and schedules work orders to specific staff.
9. Schedules maintenance & testing of fire alarm, sprinkler and emergency systems and water testing and maintains appropriate records of test results.
10. Collaborates with Director of Facilities to coordinate and implement emergency routine and preventative repairs to assure that the maintenance premises, facility, and equipment is current at all times.
11. Reviews all staff attendance records and follows the policy for attendance and lunch punches and enters staff schedules and approves time sheets.
12. Attends and participates in workshops, seminars etc., to keep abreast of current changes in maintenance procedures.
13. Coordinates with the Director of Facilities in implementing outside/local government agencies' requirements such as Hazardous Materials, Elevator Compliance, Fire Protection and Prevention, and other safety requirements.
14. Makes recommendations regarding discipline and transfer of employees.
15. Assures that staff, contractors and vendors, residents and visitors, etc., know and follow established policies and procedures. Performs all assigned duties in a professional manner, in accordance with established policies and procedures.
16. Cooperates with co-workers and establishes good working relationships with all departments. Practices team building and promotes good employee relationships in the department. Co-chairs Safety Committee.
17. Regular attendance.
18. Duties as assigned.
19. Active participant in Quality Assurance initiatives.

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Minimum Requirements

California Driver's License is required. Must have specialized training in safety procedures. Familiarity with various voltage electrical equipment and all types of mechanical, HVAC equipment and boilers. Requires experience with electrical and pneumatic control systems.

Must have at least three years experience in building and equipment maintenance. Supervisory experience is desirable. Ability to read blue prints.

COMPUTER SKILL REQUIREMENTS - LEVEL 2

OBRA & Title 22 requirements

Ensures that residents' rights to fair and equitable treatment, self determination, individuality, privacy, property and civil rights, including the right to wage a complaint, are well established and maintained at all times.

Maintains **confidentiality** of appropriate resident care information to assure their rights are protected.

Reports all incidents/accidents, unsafe and hazardous conditions/equipment immediately. Follows established safety rules and regulations. Maintains work area in a clean, orderly and safe manner.

Equipment/Materials/Work Aids

Socket sets	Power drills	Testing equipment
AMP probes	Voltage tester	Multi meter
Micrometer	leak detectors	Thermometers
Gas Continuity testers	Digital thermometer testers	
Torque wrenches	Ballast and lamp fixture tester	
Pull tape	Roto split	Tubing bender
Respirator	Ear protector	Safety vest
Hard hat	Chemical and other gloves	
Steel-toed boots	Torches	Welders
Pipe threader	Grinders	Engine hoist
Forklift	Stud driver	Hoist
Radio	Pager	Telephone
Computer	Automobile	Golf cart

Environmental Conditions

Works indoor in office space and outdoors in grounds of the facility.

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Physical Requirements

- A. Standing - Frequently - 30 minutes
- B. Walking - Continuously - 1 hour
- C. Sitting - frequently - up to 2 hours
- D. Lifting - Frequently - (over 20 lbs.)
- E. Bending - Frequently
- F. Lying - Occasionally
- G. Twisting - Occasionally - up to 2 hours a day
- H. Reaching\Stretching - Frequently - up to 7 minutes
- I. Pushing, Pulling, Dragging - Frequently- 1 hour 130 lbs 50 yards
- J. Climbing - Frequently - 3 hours
- K. Balancing - Frequently- 7 minutes
- L. Kneeling/Crouching/Squatting - Frequently
- M. Use of feet (other than walking) - Frequently
- N. Use of hands - Requires simple grasping, firm grasping or fine manipulation with dominant/non-dominant hand or with both hands.
- O. Hearing - Requires the ability to hear at close proximity (0-5 feet), at a distance up to 20 feet and to hear in both ears.
- P. Vision - Requires clarity of vision at 20 inches or less, 20 feet or more, accommodation of eye to focus clearly at varying distances.

ACKNOWLEDGMENT

I have read the above requirements and duties of the position and by my signature as noted below hereby accept these conditions of employment of the Masonic Home at Union City.

Employee

Supervisor

Date Signed

Date Signed