



Maintenance Manager Salaried, Exempt

Job Summary: Responsible for maintenance activities for the upkeep of buildings, landscapes, vehicles, and offices. Oversees a range of custodial and maintenance activities.

Reports To:

- Director of Facilities Management

Supervises:

- Facilities, and Safety/Sanitation

Essential Functions:

- Coordinate maintenance worker efforts to make sure employer property like buildings and grounds are kept up
- Identify areas for improvement and assign workers to take care of issues
- Develop maintenance schedules and enforce them among maintenance staff
- Respond to emergency calls for maintenance
- Manage the set up and take down of different events
- Perform troubleshooting to solve minor repair issues
- Communicate plans for upper level improvements to maintenance worker staff
- Contact and schedule repairmen and extra help as needed
- Perform administrative tasks as required
- Delegate tasks to meet maintenance schedule and satisfy employer needs

Knowledge, Skills, and Abilities:

- Skilled in active listening, reading comprehension, monitoring, time management, managing multiple tasks, following through, and relationship building
- Solid understanding of technical aspects of plumbing, carpentry, electrical systems etc.
- Applicable knowledge of facilities machines and equipment
- Excellent communication, interpersonal and leadership skills

Education and Experience:

- High school diploma or GED
- BSc/BA experience in business administration, facility management or similar relevant field
- Mathematical Skills – Accuracy with arithmetic, subtraction, multiplication, division, and decimals
- Language Skills – Must be able to communicate in English, verbally and in writing
- Computer Skills – Must be proficient with Microsoft Office, 10-key, and other business-related software

Work Environment and Physical Demands:

- The employee is regularly required to talk on the phone, face to face, and use the computer or other activities normal to an office environment.
- Frequent interaction with others.
- Completion of duties must be done within an allotted time which may create a sense of time pressure to meet deadlines.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.