

MAINTENANCE SUPERINTENDENT

Job Summary:

The Maintenance Superintendent will oversee the maintenance department, and be responsible for maintenance, repair, and upkeep of Village facilities (ie: buildings, parks, pool, walking paths), and roads. The position is a full-time salary position with hours that will vary depending on the season. The maintenance superintendent to and serves at the pleasure of the Mayor.

Supervisory Responsibilities:

- Determines the part-time and seasonal staffing needs
- Interviewing and selecting part-time and seasonal staff
- Organizes and oversees the schedules and work of maintenance staff
- Conducts performance evaluations that are timely and constructive
- Handles discipline of employees as needed and in accordance with Village policy
- Oversees the performance of independent contractors

Duties/Responsibilities:

- Oversees the day-to-day operations of the maintenance department
- Evaluates systems and facilities to determine maintenance or repairs that need to be performed
- Assesses building systems to plan work assignments and project schedules
- Develops maintenance procedures and schedules
- Ensures maintenance and repair work is completed correctly and in a timely manner
- Assists with departmental budget estimates and costs of specific repair projects
- On call for emergencies
- Drafts RFPs for services
- Establish priorities for capital improvement projects, maintenance projects, and major equipment purchases
- Work with Fiscal Officer on annual budget for the maintenance department
- Performs other related duties as assigned

Required Skills /Abilities:

- Extensive knowledge of building systems such as plumbing, electrical, and HVAC
- Excellent analytical and problem-solving skills
- Ability to identify issues and determine repairs that are needed
- Ability to plan maintenance schedules
- Management and supervisory skills
- Proficient with Microsoft Office Suite or similar software.
- Obtain and maintain license for weed control/fertilizing
- Maintain Ohio driver's license and other licenses required for position

Education and Experience:

- High school diploma or equivalent required

Shall keep current and knowledgeable with respect to methods and procedures generally affecting the maintenance department and its operations by attending conference, trade shows, etc.

Physical Requirements:

- Must be able to traverse property and facility to diagnose building issues and plan repairs or maintenance
- Must be physically able to perform repairs when needed
- Prolonged periods sitting at a desk, working on a computer, or on a mower
- Must be able to lift 50 pounds at a time
- Job Type: Full-time

Salary: From \$60,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- Monday to Friday
- On call
- Weekends as needed

Work setting:

- In-person
- Office
- Outdoor work

Work Location: In person