



**JOB POSTING – May 10, 2024
DEADLINE- Until Filled**

Job Title: Building Maintenance Supervisor **Department:** Department of Public Works

Reports to: Director of Public Works

Job Summary:

The Building Maintenance Supervisor is responsible for city-wide building management and maintenance work involving the upkeep, repair, renovation, and construction of all city facilities.

Supervision:

- Works under the general supervision of the Director of Public Works.

Supervisory Responsibilities:

- Responsible supervisory and administrative work in the maintenance and repair of public buildings and related work.
- Exercises considerable judgment in supervising maintenance operations and supervision over building maintenance crew.

Duties/Responsibilities:

- Makes frequent contacts with contractors and the general public.
- Errors could be costly with regard to damage to buildings, equipment, and operational failures.
- Some physical effort demanded in supervising maintenance activities while performing duties under typical office conditions

Required Skills/Abilities:

- Assigns work to laborers, carpenters, equipment operators, painters and building maintenance men
- Oversees adherence to contract specifications on the part of private firms having contracts to perform plumbing, steam fitting, sheet metal, mason roofing, electrical, or other work on public buildings, and approve payments for work done satisfactorily
- Orders all fuel used for the heating of public buildings
- Requisitions materials as needed; and maintains records of payments
- Takes charge of an assigned area of the City during flood condition; serves as an inspector of snow plowing operations
- Perform related duties as assigned

Qualifications:

- Thorough knowledge of modern methods, materials, and supplies used in building maintenance work.

- Ability to plan, assign, and supervise the work of others.
- Ability to understand and carry out written and oral instructions and to read blueprints.
- Ability to maintain good public relations.

Education, certification, licensure, or other similar requirements:

- High school graduation or GED, including or supplemented by courses in shop practice and woodworking
- Five years' experience in a trade related to building maintenance; or any equivalent combination of education and experience.
- Must possess a valid Massachusetts Driver's License.

Fair Labor Standards Act (FLSA) status: Non-Exempt

Employment status & Hours: Regular Full-time employment, 40 hours per week, Monday-Friday, 7:00 a.m. to 3:00 p.m.

Salary/Pay rate: \$59,748.63 (minimum) up to \$64,149.98 (maximum) per hour (PS-22, UPSEU Local 424)

Employee Benefits: Health, Dental, Life Insurance, Optional Vision, Flexible Spending Account (FSA) and Income Replacement Benefit

How to Apply: Please send resume and cover letter to Personnel@holyoke.org