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# Example of Building Maintenance Supervisor Job Description

Our innovative and growing company is looking to fill the role of building maintenance supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for building maintenance supervisor

* Trains staff on proper safety techniques for maintenance and equipment usage
* Manage and oversee preventative maintenance of campus facilities systems
* Maintenance, repairs and new installations to the electrical systems or other related duties
* Arrange for appropriate contractors for any maintenance that is outside the Supervisor’s areas of expertise or skill level
* During vacations and other assigned times act as backup for the Engineering Manager to approve invoices and POs, manage equipment installation projects, equipment maintenance and other tasks as assigned
* Tracks monthly expenses and approves monthly cost forecasts
* Establishes or adjusts standard operating procedures (SOP’s) to meet production schedules and ensure efficient completion of work
* Creates detailed work orders and assigns work to technicians
* Oversees trash and recycling removal from the property
* Maintains regular/accurate time and production records

## Qualifications for building maintenance supervisor

* Must be able to climb stairs and ladders, and be able to stand and walk for extended
* Expert knowledge and experience in surfacing materials and finishes including surface preparation, painting, floor coverings and tile, window coverings, sealants, varnishes and other clear coatings, weatherproofing treatments
* Experience in plumbing, including design, selection and installation of plumbing systems to be used in conjunction with seawater systems, domestic water systems
* Expertise to use, and instruct others in the proper use of hand and power tools
* Knowledge and ability to safely and accurately operate heavy machinery such as forklifts, high-reach trucks, backhoes, bobcats, ditch witches, dump trucks
* Professional District of Columbia trades’ license