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# Example of Building Maintenance Supervisor Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of building maintenance supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for building maintenance supervisor

* Daily safety meetings to ensure company safety and environmental policies are followed
* Oversees all Utilities / Facilities Electrical maintenance and repairs
* Maintaining equipment for efficient operation within maintenance budget
* Seeks continuous improvement in the Maintenance Department employees and the efficiencies of the production lines
* Ensures that the highest level of OSHA safety standards are followed and safety meetings are held on a regular basis
* Confers with other supervisors to coordinate activities with other departments (to ensure issues are resolved quickly)
* Performs activities of technicians supervised in addition to foreman/supervisory tasks
* Pump service, removal and cleaning of strainers, replacement of mechanical seals, lubrication and replacement of bearings and alignment of drive couplings
* Replace air filters, align drive belts, bearing lubrication and cleaning of heat exchangers, coils and dampers
* Daily testing and adjustment of water treatment levels to maintain and inhibit corrosion of cooling tower, closed loop heating and cooling systems

## Qualifications for building maintenance supervisor

* Demonstrate ability to stand, walk on level, uneven and slippery surfaces, sit, squat, kneel, reach through low and high ranges and exhibit normal balance and coordination
* Bachelor’s degree in Project Management, Construction Management, Business or other related field
* The ability to work with snow removal equipment under varying weather conditions
* Bachelor’s Degree in Engineering (Civil, Electrical, Mechanical or equivalent) required
* Associate’s (A.A.) degree or equivalent experience from a 2-year technical school required
* Minimum of eight (8) years related work experience in related fields