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# Example of Building Maintenance Supervisor Job Description

Our growing company is hiring for a building maintenance supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for building maintenance supervisor

* Responsible for hiring, training and supervising two full time plant operations staff, and one casual staff
* Oversight of outside contractors working in Peabody-owned buildings
* Must be sufficiently versed in many trades to successfully supervise multi-trade personnel and manage outside contractors
* Performs other relevant duties assigned
* Resolves and/or provides technical advice on complex or critical issues that have been escalated from Function Lead
* Supervises daily activities of all team members and Function Leads for scheduled shift and provides feedback and coaching of team members according to quality standards
* Responsible for coaching and developing the Centralized Services team members and Function Leads
* Continues to look for ways to improve current processes with enhancements and ideas
* Maintains working relationships and cooperates actively with all levels and areas of management to ensure that the objectives of the department and company are met
* Plumbing systems, including waste water systems, fixtures, hot water heaters and water meters and back water valve testing by local staff or through contractors

## Qualifications for building maintenance supervisor

* Minimum two (2) years of experience in a supervisory role required
* Experience working with Excel spreadsheets strongly preferred
* Candidate must be willing to submit to a background check if requested as a condition of hiring offer
* Must have the ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume
* Ability to read blueprints and calculate size and area off of architectural drawings
* Must have the ability to execute basic computer skills, Microsoft Word, Excel, and general Internet use