Downloaded from <https://www.velvetjobs.com/job-descriptions/building-maintenance-supervisor>

# Example of Building Maintenance Supervisor Job Description

Our company is hiring for a building maintenance supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for building maintenance supervisor

* To manage and record management information as required for maintenance & repair activities
* Construction and renovation projects including all interior and exterior areas by local staff or through contractors
* Performs inspections on contracted services and coordinates their activities to ensure compliance with terms of agreement
* Ability to climb, reach and work overhead from a ladder
* May supervise and assist with the set up and take down of equipment for special events
* Prioritize and assign work orders to appropriate employees
* Hire, train, and evaluate new and existing employees
* Confer with external parties to clarify the details of work orders
* Organize work performed in shops and information related to work orders
* Approve employee time sheets and time off requests

## Qualifications for building maintenance supervisor

* Must be able to log, maintain, and complete work order items electronically
* Able to lift, carry, or otherwise move and position a minimum of 50 pounds
* Ability to work with a computer and mobile communication devices
* Climb ladders to replace ceiling tiles, lamps/bulbs
* Environmental demands require exposure to fumes, odors, dust
* Proficiency in Microsoft Office & Knowledgeable in use of CMMS systems