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# Example of Maintenance Supervisor Job Description

Our growing company is searching for experienced candidates for the position of 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 maintenance supervisor

* Possesses a current and valid motor vehicle operator's license
* Directs, mentors, coaches and motivates maintenance personnel
* Actively participates in the maintenance functions
* Oversees training of all personnel within the department and ensures training is documented as required
* Assists in identified parts deficiencies and helps to prevent further recurrences
* Oversees maintenance personnel performance to ensure they are addressing all maintenance requirements to LMI specifications
* Coordinates communications between maintenance personnel and on-floor operations
* Communicates new or revised directives from management to floor maintenance personnel
* Identifies equipment, training, and service needs
* Leads personnel in a career progression program, including learning through effective communication, coaching, training and development

## Qualifications for maintenance supervisor

* Basic understanding and ability to read and interpret PLC Logic (RS500, Contrology)
* 5 years’ experience in a supervisory role or equivalent combination of education and experience preferred
* A minimum of 1-2 years of previous maintenance experience
* Previous experience working in a supervisory role, managing a team
* Previous experience working on a multi-unit residential property
* Excellent communication and interpersonal skills and ability to pay attention to detail