MAJOR PURPOSE:
The Maintenance Supervisor is a hands-on, working position with supervisory functions. Primary responsibilities are: scheduling, assigning, and performing general site maintenance and building repair operations; processing and scheduling work-orders; supervising and training maintenance personnel; and ensuring compliance to safety standards.

PERFORMANCE MEASUREMENTS
1. Ability to read and understand blue prints, electrical, plumbing, and mechanical schematics.
2. Must possess a working knowledge of Uniform Building Code and OSHA Regulations.
3. Demonstrate leadership; and effectively supervise, train, and develop department personnel.
4. Ability to use web-based Maintenance Notification System to ensure timely completion of Work Orders to Facilities Dept Standards.
5. Perform routine maintenance on Facilities' infrastructure and equipment; i.e. plumbing, electrical, HVAC, and motorized equipment; repairs to drywall, stucco, roofing, cement, etc.
6. Must remain flexible to cross-over work: special events, vehicle maintenance, and first-responder responsibilities when called upon.
7. Must demonstrate a commitment to completing time critical tasks with a positive attitude.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
• AA or equivalence in Facilities or Construction related trade.
• Journeyman level in at least one trade: i.e. general construction, electrical, mechanical, or plumbing.
• Must be or become: Fork-truck, Scissor-lift; First-aid, CPR, Blood-borne Pathogen, AED; and HazMat Certified.
• Must have and maintain a valid CA driver's license

REQUIRED KNOWLEDGE:
• Working knowledge of Facilities Maintenance.
• Three years supervisory experience.
• Five years experience in a trade.

SKILLS/ABILITIES:
• Computer literate in MS Word and Excel.
• Must possess mechanical skills needed to service pumps, motors, equipment, and vehicles.
• Must be able to repair drywall, stucco, rolled roofing, painted and varnished surfaces.
• Must be able to adjust or replace locks and closures.
• Must be able to install and service irrigation systems and timers.
HOURS OF OPERATION:
- Salaried position requiring 40+ hours per week, Monday-Friday
- When necessary, demonstrate a willingness and ability to complete time sensitive projects outside of regular hours.

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support, without reservations, the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:
The employee is regularly in a shop environment with adequate light, moderate noise levels and ventilation; however this job may require the employee to work in potentially hazardous areas such as enclosed spaces, roof tops, and heights above 6’; and be exposed to outdoor elements of wind, rain, and extreme summer heat. Must be able to lift and carry a load of 50lbs a distance of 100 feet.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle tools, equipment, and furnishings; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 100 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

______________________________________ _____________________________
Employee Signature     Date