



**Position Title:** Maintenance Supervisor  
**Reports to :** Director of Operations  
**Classification:** Full-time Exempt

**Summary:**

The Supervisor of Maintenance will supervise and participate in a variety of tasks necessary to support the maintenance, janitorial and grounds-keeping needs of the Jimmie Hale Mission's facilities.

**Duties:**

- Supervises and coordinates activities of unskilled and service employees engaged in cleaning and maintaining facilities and equipment of commercial, industrial, or other establishments.
- Heads those who do minor and routine painting and maintenance activities and keep building and grounds in clean and orderly condition.
- Oversees those who may sweep and mop or scrub hallways and stairs, empty trash and garbage containers, clean bathrooms and replace supplies, and/or replace air conditioner filters.
- Assigns tasks to workers, and inspects completed work for conformance to standards.

**Requirements:**

- Applicant must have 5+ years experience in maintenance, janitorial and grounds-keeping.
- able to work 40 hours per business week from 8:30 a.m. to 4:30 p.m. yet periodically will be required to work outside of the business office