

Gulf Coast Trades Center
Job Announcement

Position: Maintenance Supervisor

Position Available: 1

Opening Date: May 29, 2018

Closing Date: Open Until Filled

Salary: DOE

Status: Exempt

GENERAL DESCRIPTION:

Responsible for supervising all maintenance personnel and making sure that all maintenance issues are taken care of.

REPORTS TO:

Support Services Manager

SUPERVISES:

Maintenance Crews

QUALIFICATIONS:

- Must be at least 24 years of age
- Must have a High School Diploma or GED
- Eight years of experience in maintenance of facilities
- Three years at supervisory level including scheduling and cost analysis
- Must have a proficient level of knowledge in the following areas:
- Carpentry, General Construction, plumbing, HVAC, Electrical, Stand by generator, Life Safety Code, Handicap Accessibility rules, Water and Wastewater Operation.
- Must be able to supervise all phases of maintenance
- Must have valid Texas Driver's License
- Must pass criminal history check and drug screen
- Must complete First Aid and Restraint Training
- Must be able to relate to youth

SPECIFIC DUTIES:

- Must have the ability to supervise all phases of maintenance.
- Maintain schedules of maintenance activities.
- Must work well with minimum supervision.
- Must have the ability to maintain inventory.
- Must work well with students and interact with peers.
- Must be punctual and dependable.
- Must have the ability to calculate payroll.
- Maintain sewer plants and do monthly samples for TNRCC.

Contact:

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