



Job Title: Maintenance Supervisor
Department: General
Revision Date: 08/12/2025
Online Assessment: https://zunishoppingcenter.insperityassessments.com/groups/56173
Reports to: General Manager

Position Overview

The Maintenance Supervisor is responsible for protecting, maintaining, and enhancing the performance, safety, and value of all company facilities, property, and equipment. This role combines hands-on maintenance work with leadership responsibilities, ensuring operational efficiency, high safety standards, and a positive customer experience.

This position requires regular on-site work and the ability to occasionally respond to urgent issues outside normal business hours, including nights, weekends, and holidays.

Key Responsibilities

- Ensure all company facilities meet established standards for safety, appearance, and operation, while adhering to budget guidelines.
- Perform hands-on maintenance and repairs in areas such as HVAC, electrical, plumbing, flooring, carpentry, drywall, networking, and equipment.
- Diagnose problems, source parts, and complete repairs efficiently and effectively.
- Serve as the primary liaison between management, staff, and contractors regarding facility and equipment status.
- Schedule, coordinate, and oversee contractors to ensure timely and quality project completion.
- Train employees on proper operation, cleaning, troubleshooting, and repair of equipment.
- Develop and maintain written procedures for equipment operation, maintenance, and training.
- Model and promote exemplary customer service and teamwork in all interactions.
- Respond promptly and appropriately to emergency situations, including those occurring after hours, in accordance with company policies.
- Perform other duties as assigned by management.

Qualifications

Education & Experience

- High school diploma or GED required.
- Proven experience in electrical, plumbing, carpentry, drywall, and equipment repair.
- HVAC and basic networking experience preferred.

Skills & Abilities

- Strong troubleshooting and problem-solving skills.
- Excellent organizational, planning, and time management abilities.
- Solid customer service orientation and communication skills.
- Proficient in Microsoft Office and comfortable with internet, databases and spreadsheets.
- Able to work independently and take initiative.

Physical Requirements

- Ability to lift at least 75 lbs.
- Able to work 8-12 hour standing shifts.
- Must be available for after-hours and weekend emergency calls as needed.
- Reliable transportation required.

Personal Attributes

- Positive, solutions-oriented attitude.
- Self-motivated with a strong sense of responsibility.
- Detail-oriented with a commitment to quality work.

Why Join Us

This is an opportunity to take ownership of facility operations for a well-established company, work with a supportive team, and make a direct impact on the safety, efficiency, and presentation of our properties.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
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