

## **Job Description**

### **TITLE: FACILITIES SUPERVISOR**

#### **Purpose**

The work involves responsibility for overseeing the operation, maintenance, and repair of buildings, grounds, and facilities. The individual also performs skilled journeyman work. The work is performed according to established policies and procedures and in accordance with applicable state, local and federal laws, rules and regulations. General direction is received from the Executive Vice President. This individual exercises independent judgment in carrying out the technical details of each assignment. Immediate supervision is exercised over assigned personnel. Performs related work as required.

#### **Requirements:**

High school graduate or GED plus one of the following:

- Associates degree in Facilities Management, Building Construction Technology and three (3) years of paid experience in multiple facility maintenance, general building construction, building maintenance or repair work in two (2) or more of the skilled trades\*, **OR**
- Five (5) years of paid experience in multiple facility maintenance, general building construction, building maintenance or repair work in more than one of the skilled trades\*. \* Skilled trades are electrician, carpenter, plumber, mason, HVAC installation.

AND

- Possession of a valid New York State driver's license.

#### **Duties and Responsibilities**

- Performs general repair and maintenance work as required;
- Exercises direction and supervision over the operations and personnel, and private contractors involved with the credit unions facilities;
- Plans and schedules required preventive maintenance services;
- Plans, schedules, assigns, and documents the work activities of assigned employees;
- Ensures that cleaning and preventive maintenance is performed and meets regularly with EVP to discuss repairs/maintenance on credit union facilities;
- Implements safety protocols and procedures, monitors compliance, and ensures that assigned workers adopt safe work habits;
- Inspects required building repairs, maintenance or improvements;
- Inspects painting, carpentry, plumbing, electrical, and other maintenance and construction work performed by private contractors, repair, or maintenance employees;
- Maintains inventory of all equipment, tools and supplies;
- Orders and accounts for parts and supplies;