



313 Jefferson Ave
Toledo, OH 43604
419.720.7883 ext. 212

MAINTENANCE SUPERVISOR

Reports to Facilities Maintenance Manager

GENERAL FUNCTION:

This is a full-time position. Under general supervision of the Facilities Maintenance Manager, the Maintenance Supervisor performs the duties necessary to ensure cleanliness and an orderly presentation of the various buildings, facilities and grounds for Neighborhood Health Association.

DUTIES:

- Assists in preparation of grounds/buildings for various inspections
- Exterior cleanliness and waste management of all facilities assigned
- Repair and maintain exterior and grounds of facilities to include lawn, landscaping, snow removal, and salt applications for ice
- Repairs and general upkeep of facilities assigned by supervisor
- Light janitorial duties, replacement of hardware, and light carpentry projects
- Organization and upkeep of records storage areas; ensure dock area is clear
- Daily opening and unlocking of various sites as assigned by supervisor
- Availability for emergency maintenance repairs

MISCELLANEOUS AND SPECIAL ASSIGNMENTS:

- Additional duties as assigned by NHA management.
- Regular physical attendance at the worksite(s) is an essential function of this position as client interaction and staff supervision cannot be performed remotely.
- Lifting Requirements: Heavy Work - Exerting up to 50 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move.

- Physical Requirements: Stand or Sit, Walk, Use hands/fingers to handle or feel, Climb, Stoop, kneel or crouch, talk/hear, See, Pushing or Pulling, Reaching, Repetitive Motion.

QUALIFICATIONS:

- Two (2) years experience in building/grounds maintenance
- Experience with power tools and machinery
- Valid Driver's License
- Ability to work independently and with limited supervision
- Heavy lifting, up to 50 pounds
- Must possess own set of tools, preferred