

**Job Title: Maintenance Supervisor**

**Location: LaSalle, (Various locations as needed)**

**Hours: Monday-Friday 7:30AM-4:00PM**

**Salary: \$18.00 (Exact salary calculation is made based on education and experience)**

**Job Summary: Completes general maintenance duties within multiple offices, assures buildings meet life safety codes and supplies are ordered and stocked.**

**Duties/Responsibilities:**

- Complete routine repairs and general maintenance of facilities and equipment, including minor electrical, carpentry, plumbing and preventative life safety work in the Ottawa office.
- General care and upkeep related to inside of building; moving of items, furniture, etc.
- General upkeep of exterior parking lot, plants, landscape
- Assure sidewalks and parking lot are safe after snow, doing minor shoveling, snow blowing and salting
- Contacts vendors to set up repairs, cleaning and annual inspections
- Completes safety surveys, lightning and other inspections and conducts drills as required
- Orders and stocks supplies.

*\*Performs other related duties as assigned.*

**Required Skills/Abilities:**

- Excellent communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks

**Education and Experience:**

- High School diploma or equivalent
- 2-4 years' experience working in maintenance role or similar
- Valid driver's license and insurance

**Physical Requirements:**

- Periods of sitting at a desk and working on a computer.
- 50-70% of time spent walking or standing
- Must be able to lift up to 10 pounds at times.