



Maintenance Supervisor Job Description



Job Description

Job Title: Maintenance Supervisor

Department: Maintenance Department

Reporting to: Town Manager

Job Purpose: Supervise and manage Maintenance Department and Staff. Maintains town landscapes, streets, curbs, sidewalks, water / wastewater systems; and operates and maintains a wide variety of maintenance tools and equipment.

Position Responsibilities

Maintain employee morale and interaction.

Communicate well with other Town employees.

Supervise water and wastewater operations.

Oversee Park, Water, Wastewater, and Street Departments.

Maintain overall appearance of Town and Town-owned properties and buildings.

Authorize and schedule employee days off, vacation, and weekend duties.

Represent the Maintenance Department at the Town Council Meetings.

Submit monthly reports to the Town Manager and Town Council.

Recommend Maintenance Department budget items: tools, equipment, vehicles, facilities, etc.

Complete and retain employee evaluations and records.

Responsible for upkeep and service of the Maintenance Department: tools, equipment, vehicles, facilities, etc.

Be familiar with regulations and reports required by local, county, state, and federal government in effort to maintain compliancy.

Teach, train, and record continuing education and IOSHA safety training.

Attend continuing education and training seminars.

Represent the Town of Wakarusa well with others outside of our organization.

This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties and responsibilities that management may deem necessary from time to time.



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Working Conditions

Conditions may occasionally expose staff to toxic or caustic chemicals, workplace hazards (possibility of cuts, bruises, dusts, odor, etc. and temperature variations if working outside).

Recognize hazards associated with confined spaces, water / ice-laded areas, heavy equipment, and working on or near public roadways.

Key Working Relationships

This position reports to the Town Manager.

Daily contact with Maintenance Staff as well as other Town Employees and Residents.

Qualifications

Read, comprehend, and execute written or oral instructions.

State certified to operate municipal water and wastewater plant: laboratory testing, etc.

Possess working knowledge of all departments and able to fill in where necessary.

Ability to operate Maintenance Department light / heavy equipment: Pickup trucks, shovels, wire brush, paint brush, etc.

Must be able to perform manual labor tasks that require lifting and carrying objects that are up to 50 (occasionally 100) pounds.

High School Diploma or equivalent and one (1) year experience.

Valid driver's license, clean driving record, and ability to obtain a CDL Class B license.

Benefits

Health, dental, and vision insurance

Short-term / Long-term Disability

Life Insurance

Paid time off, Sick days, and Holidays

Retirement plan

Salary and Benefits are set by the Town Ordinance

Candidates may apply by submitting a completed resume with references to the Town of Wakarusa. Resumes and references can be dropped off at: 100 West Waterford Street, Wakarusa IN or emailed to Holly at Holly@TownOfWakarusa.com.

Applications will be reviewed and evaluated before requesting interviews for a limited number of applicants.