

Cross Road Medical Center

Job Description

Job Title: Maintenance Supervisor
Department: Maintenance
Supervisor: CEO
FLSA Status: Full time Non-Exempt
Approval: By: JRM Date: 3-4-11

Position Summary: Responsible for the continued and orderly function of the building, vehicles and equipment. This position includes the keeping of records, serviceability and testing of equipment, supply inventories, and housekeeping supervision.

Essential Duties and Responsibilities:

- Outside Building and Grounds
- Outside Equipment
- Inside Equipment
- Inside Buildings
- Plant Management
- CRMC Vehicles
- Keeps appropriate records pertaining to the above
- Supervises housekeeping staff
- Provides back-up for housekeeping staff
- Complies with all policies of CRMC
- Understands and agrees to support the CRMC Mission Statement.

Skills:

- Able to work independently and with other staff
- Has good basic communication skills
- Supervisory skills preferred
- Flexible, teachable, able to train staff, and a team player.
- Maintains high standard of personal and interpersonal functioning in job performance.

Qualifications: To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education/Experience:

High School graduate or equivalent required
Experience: Experience and ability in general maintenance required

Other Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Should have effective oral, written and telephonic communication skills. Exceptional time management and multi-tasking skills are required.

Physical Demands/Work Environment: The physical demands described here are representative of those that must be met by an office employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, and climb or balance. Lifting items weighing less than 10 pounds is frequently required. Rarely is there a need to lift more than 50 pounds.

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.

This Job Description reflects Cross Road Medical Center's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. ***This is not intended to be a contract.*** Your signature indicates you have read this Job Description and understand the essential qualifications and functions of the job.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

HRD Signature: _____

Date: _____