Title: Supervisor, Zone Maintenance & Operations

Essential Function
Under general supervision from a designated administrator, supervise the maintenance activities within a zone.

Characteristic Duties
- Supervise the activities of maintenance and operation personnel, including HVAC, electrical, structural, mechanical, refrigeration, painters, carpenters, plumbers and instrument personnel.
- Administer policies and procedures relating to operations.
- Review work backlog to determine priorities.
- Devise methods to increase worker productivity and reduce costs.
- Administer budget and monitor expenditures.
- Develop and implement programs to conserve energy.
- Assists in the preparation of specifications and drawing for maintenance projects performed by in-house or outside contractor.
- Approve all purchase requisitions for materials and service.
- Develop and implement training programs.
- Prepare reports and cost estimated for capital improvements, major structural modifications and equipment.
- Maintain inventory of physical equipment.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications
- Bachelor's degree with three (3) years experience; -OR- Associate's degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in electrical, mechanical or structural maintenance or a related field. Experience must also include one (1) year supervision.