

JOB TITLE: Maintenance Supervisor STATUS: REG/FT/NE
REPORTS TO: Director of Operations and Technology SCHEDULE: Varies, 40 hrs per week
DEPT: 75% LBC, 25% Admin REVISED: 2/7/23

The Winston-Salem Rescue Mission (WSRM) is helping our hurting neighbors find hope and healing through the transforming gospel of Jesus Christ. WSRM considers every position one of ministry and a vital and valued part of our staff. Therefore, it is essential that all employees of WSRM have a personal relationship with Jesus Christ and subscribe to our Mission, Core Values, and Statement of Faith.

SUMMARY OF POSITION:

The Maintenance Supervisor will provide ongoing and preventative maintenance for all aspects of WSRM's buildings and equipment. The Maintenance Supervisor will also work with volunteers and residents throughout the year on various projects.

DUTIES AND RESPONSIBILITIES:

- Respond to maintenance service requests on an efficient and timely basis, prioritizing by need, and documenting work completed.
 - Ensure that facilities remain in good repair by observation and discussions with WSRM staff.
 - Ensure work is completed within OSHA guidelines and requirements.
 - Respond to maintenance emergencies as needed.
 - Maintain outside common areas and sidewalks; prepare for inclement weather as needed.
 - Examples of work performed include general carpentry, remodeling, electrical, plumbing, painting, locksmith, and safety measures.
- Ensure timely inspections are completed to WSRM's standards, in compliance with local, state, and federal requirements.
 - Recommend vendors and negotiate service contracts when needed.
 - Maintain schedule of inspections.
 - Responsible for required documentation and paperwork files.
- Plan and carry out a preventative maintenance schedule for all equipment and facilities, including the routine inspection of all smoke detectors, fire extinguishers and alarms.
- With prior approval, purchase or procure all necessary material, equipment, tools, furniture, and appliances as requested or needed to perform responsibilities.
- Recommend, negotiate, and work with outside contractors/vendors as needed.
 - Receive bids and make recommendations for projects.
 - Coordinate with contractors to schedule and have work performed and completed according to specifications of bid
- Co-chair the WSRM Safety Committee with the Director of Operations; assist with quarterly meetings.
 - Conduct safety inspections
 - Provide safety training, addressing areas of concern
- When assigned, provide training, supervision, and feedback to residents as part of their work therapy
 - Emphasizing character and work ethic-based traits
 - Perform weekly evaluations on residents and deliver via email back to their appropriate case manager
- Working with the Director of Operations, assist with annual budgeting and planning of maintenance projects.
- Attend meetings and perform other duties as requested.

EDUCATION/EXPERIENCE:

- High school diploma or GED required. Associate's (2-year) college degree preferred. Equivalent work experience may be considered in lieu of degree. Skills certifications preferred.
- 5 years' experience required in building maintenance, carpentry, electrical, and plumbing.
- Forklift trainer certification preferred
- Previous building maintenance and security related project management experience dealing with contracted individuals and/or companies preferred

SKILLS AND QUALIFICATIONS:

- Committed Christian, able and willing to model servant-leadership and interested in being part of a ministry that ministers to the addicted, poor, and homeless.
- Able and willing to work with residents through work therapy, sharing the transforming power of the Gospel through words and actions.
- Effective problem solver with regard to people and things, able to offer effective solutions while remaining calm, respectful and compassionate.
- General working knowledge of building maintenance and repair, carpentry, electrical, plumbing, heating and HVAC, and safety.
- Knowledgeable with and able to safely and effectively operate a wide variety of tools and equipment.
- Safety conscious with a strong knowledge of facility operation and general maintenance knowledge.
- Able to work independently, prioritizing work, problem solving, and actively seek input when needed.
- Works well with others, able to teach and train "on the job" while completing required duties of the job
- Excellent manual dexterity, good eye-hand coordination.
- Flexible, able to appropriately respond to emergencies and needs of WSRM.
- Computer literate.
- Able to read, write and perform accurate mathematical computations.
- Ability to communicate effectively, both verbally and in writing.
- Valid North Carolina driver's license with good driving record. Able to safely operate a box truck

WORKING CONDITIONS/PHYSICAL FACTORS:

- Able to walk, kneel, stand, climb, bend, lift, and reach regularly on a daily basis.
- Lift/carry up to 50 lbs on a regular basis, more with assistance.
- Requires work indoors and out, year-round, regardless of the weather.
- Exposed to dust, odors, noise and fumes.
- Requires regular interaction with homeless, impoverished, and individuals in recovery
- Work at heights – occasionally
- Drive vehicles, trucks, forklifts and/or other equipment (current licenses required)

EQUIPMENT/TOOLS USED:

- Wide variety of hand tools, shop and power tools
- Computer
- Email/Internet
- Forklift/Box Truck

Employee Signature

Date