

**SUPERVISION:**

Supervises Maintenance Generalist II, temporary maintenance personnel, and external contractors. Reports directly to the Center Director.

**RESPONSIBILITIES:**

Directly supervise and coordinate the work activities of Maintenance Generalist, OPS maintenance personnel, and external contractors, mechanics, installers, and repairers. Prepare work schedules, assign work, and oversee the work product. Performs Center maintenance.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Supervise and coordinate the work activities of Maintenance Generalist, OPS maintenance personnel, and external contractors, mechanics, installers, and repairers (30%).
- Maintain or repair structures, such as buildings, greenhouses, and fences; repair roofs, windows, doors, floors, woodwork, plaster, drywall, or other parts of building structures (30%)
- Perform routine maintenance, on vehicles and equipment such as inspecting drives, motors, or belts, checking fluid levels, replacing filters, or doing other preventive maintenance actions (25%)
- Requisition materials and supplies, such as tools, equipment, or replacement parts, and expendable supplies (5%)
- Develop, implement, or evaluate maintenance policies and procedures (5%)

**EDUCATION, TRAINING, EXPERIENCE:**

Completion of an approved apprenticeship program and/or appropriate experience to total five (5) years; or a high school diploma (or equivalent) and three years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience

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