



Position Title:	Maintenance Supervisor
Department:	Properties
Reports To:	Property Director
Location:	Greater L.A., based in Arcadia
Exemption:	Exempt

Job Summary

The Maintenance Supervisor spends more than half of their time supervising maintenance technicians, inspecting work, inspecting properties, meeting with vendors and managing workflow. This position provides a take home company maintenance vehicle.

Essential Duties and Responsibilities

- To provide courteous, consistent, professional and knowledgeable customer service.
- Guide a team in the general maintenance and repair of buildings, facilities, equipment, and grounds. Handling over 20 locations throughout the greater Los Angeles area.
- Performs a variety of work in the maintenance and repair of buildings and grounds at various facilities/sites including carpentry, electrical, plumbing, glazier, masonry, and painting tasks
- Write reports, document condition of properties, identify needed repairs and recommend priorities.
- Supervise staff to ensure quality of the work performed and maintain high level of productivity. Coach and guide as needed, documenting as necessary.
- Participate in the annual budget process. Understand and manage to budget. Identify and report budget variances on a monthly basis.
- Interact with vendors, inspect their work and take appropriate corrective action as needed. Participate in the bidding process; assist in developing work specifications. Job walks, analyze bid proposals and make recommendations.
- Other duties as assigned.

Skill, Experience & Education

- At least 5 years of supervising a team in the maintenance of commercial properties or a college degree in related field.
- Strong computer skills, knowledgeable in MS products.
- Excellent written and verbal communication skills.
- Project and budget development and management experience. With the ability to create and analyze cost benefits of various solutions.
- Knowledge of: methods used in maintenance including basic knowledge of the following trades: carpentry, plumbing, glass replacement, painting, masonry, grounds keeping, appliance repair, and electrical wiring; standard practices and tools used in the maintenance and repair of building facilities; safety practices and procedures related to the building trades; basic math to add, subtract, multiply, and divide.
- Must be able to pass a criminal background check.
- Must have a good driving record
- High school graduate

Additional Organizational Requirements

- Subscribe to the principles of the Girl Scout Movement.
- Possess a positive attitude with strong work ethic, integrity and honesty.
- Must be flexible, adaptable and willing to thrive in an ever changing/fast-paced environment.
- Develop and maintain sensitivity to employee diversity in the work place.
- Behave in ways that demonstrate respectful treatment of other employees, volunteers and girls.
- Practice pluralism and be inclusive with the services provided.

Please submit a resume to GCastro@girlscoutsla.org. Thank you.