

**Position Title: Maintenance Supervisor**

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Department: Maintenance  
Employment Status: Full time, 40 hrs/wk, Non-Exempt, Hourly  
Date Completed: December 2013

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**Position Purpose:**

To provide supervisory and Administrative over site to maintenance staff and overseeing the day-to-day operations of the Borough's facility

**Essential Responsibilities and duties:**

- Assign tasks to maintenance staff
- Coordinate critical issues with projects
- Provide support as needed with working projects
- Resolve conflicts
- Take disciplinary action Interpret policies in light of question and situations
- Schedule vacations and personal days with employees
- Perform staff evaluations
- Provide periodic reports as to the operations of the Borough to Personal committee
- Provide periodic reports and update of the Borough's Hand book, Job Descriptions to the Borough Personal Committee and to the Borough Council
- Oversee: Water System. Wastewater System, Parks, Roads, Electric System Building and other property owned by the Borough or Mont Alto Municipal Authority.
- See that all state reports are submitted on a timely manner
- Report to the different committee on item that may arise
- Recommend new equipment, project cost and other item for council consideration
- Carry out work as directed by Council
- Work with office staff involving matter in the field
- Work with Municipal Authority on items with Water and Wastewater systems
- Be responsible for after hour call out on all matter regarding the Borough
- Anything else that maybe required of you
- Work with Water and Wastewater Operator's
- Work with Office Manger as a Co-management team
- Help with budgets each year
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**Qualifications:**

Education: High School: diploma

5 years minimum years' maintenance and supervision experience in Public Works

**Skills and Abilities**

- Work independently or with a team
- Effectively communicate in both written and verbal formats
- Take initiative to accomplish work while adjusting to shifting priorities
- Effectively cope with change
- Demonstrate positive interpersonal relations
- Make effective decisions
- Use discretion in handling general confidential business information
- Actively analyze problems or challenges and find solutions
- Prioritize work
- Work indoors and outdoors and with noise and strong odors
- Stoop, reach, and climb in the course of work duties
- Use computer, copier. Calculator, cell phone
- Lift 50lbs occasionally and 25 lbs constantly
- Plow snow and other storm related issue
- Drive or operate all equipment that borough has in their fleet
- Experience with budgets and work schedules

*The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.*