



BISHOP DWENGER HIGH SCHOOL

Maintenance Supervisor

The Maintenance Supervisor at Bishop Dwenger High School helps oversee the facilities, grounds, and operations of the school campus and supervises the Maintenance personnel. The supervisor performs general maintenance and repair/replacement of property, fixtures, or equipment which includes mechanical, plumbing, electrical, carpentry, and painting repair.

JOB REQUIREMENTS

- General building and grounds maintenance and repair experience. Spaces include the school, stadium, and performing arts center;
- Strong leadership skills with solid communication skills, written and verbal;
- Possess technology skills to use the computer as part of the school system;
- On-call for emergencies;
- Perform physical tasks such as: kneeling, bending, squatting, climbing ladders, lifting heavy objects (50 to 70 pounds);
- Have a good attitude, be trustworthy, dependable, honest, and full of integrity;
- Be organized;
- Possess time management skills;
- Ability to prioritize work and tasks for yourself and staff;
- Ability to multi-task and work under pressure;
- Superior problem solving skills to identify and resolve problems in a timely manner;
- Can gather and analyze information skillfully;
- Help hire and train staff;
- Follows all school and diocesan policies, including those regarding Safe Environment and annual trainings;
- Works and interacts with people throughout the school;
- Must have the ability to withstand inside and outside extreme conditions.

JOB RESPONSIBILITIES

- Provide supervision for day and night crews;
- Assess and inspect facilities regularly to identify problems and necessary maintenance for safety improvements;
- Coordinate daily cleaning and maintenance activities;
- Interpret instructions and write reports;
- Operation of heavy machines, such as forklift, skid-steer, 2-man lift, tractor;
- Ability to use and maintain, inventory tools, equipment, and supplies, and ensure proper storage;
- Help maintain all daily, weekly, monthly, quarterly, semiannual, and seasonal preventative maintenance schedules for equipment and property;
- Knowledge of general lawn maintenance;



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- Assist in all other duties/tasks as assigned by the Maintenance Director;
- Reports the Maintenance Director and Principal.

EDUCATION AND/OR EXPERIENCE: High school diploma/GED and Associate degree in related discipline or 5 or more years of related experience. A deep knowledge and solid understanding of engineering, electrical, and mechanical concepts.

START DATE: TBD-Hire for the 2024-2025 school year

MORE INFORMATION: Kevin Knoch
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TO APPLY GO TO: <https://theapplicantmanager.com/careers?co=df>