



**YWCA Mahoning Valley**

25 W. Rayen Avenue  
Youngstown, OH 44503

P 330-746-6361

F 330-747-6360

[ywcamahoningvalley.org](http://ywcamahoningvalley.org)

## Maintenance Supervisor

Maintenance Supervisor for multi-purpose social service agency. Administrative supervisory position responsible for overseeing building and property, facility, equipment operations and staff. Three to five years supervisory experience with minimum 2 years higher education. Excellent customer service and basic computer and mobile application skills required. Must pass drug Test. Valid Driver's license with clean driving record. Must be able to lift up to 100 lbs. Some evening and weekend work. Mail resume to YWCA, 25 W. Rayen Ave., Youngstown, OH 44503 or email [vbhide@mvywca.org](mailto:vbhide@mvywca.org)

Salary: \$18.00 /hour

### Maintenance Supervisor Responsibilities:

- Inspect sites regularly to identify problems and necessary maintenance.
- Prepare weekly maintenance schedules and allocate work as per forecasted workloads.
- Employ, supervise and train workers.
- Coordinate daily cleaning and maintenance activities.
- Conduct follow-ups on all maintenance and repair work.
- Oversee all repairs and ensure that work is completed on time.
- Maintain all inventory and equipment, and ensure proper storage.
- Conduct preventative maintenance work.
- Ensure adherence to quality standards and health and safety regulations
- Establish strategies to meet workload demands on time.
- Hire and supervise tradesmen during installations, repairs or maintenance (electricians, plumbers etc.)
- Inspect and maintain building systems (heating, ventilation etc.)
- Contribute to the development of maintenance budget and ensure compliance

### Requirements

- 2 to 3 years of experience in a Maintenance Supervisor or a maintenance leadership role
- Strong technical knowledge of all building systems (electrical, heating etc.)
- Knowledge of health & safety practices and regulations



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- Understanding of budgeting and performance management
- Excellent planning and leadership abilities
- An eye for detail
- Computer literate with capability in email, MS Office and related communication tools and mobile applications
- Excellent communication and interpersonal skills
- Professional Certifications (e.g. CMRP or HVAC certified) are preferred
- Works well under pressure and has great time management skills
- Strong decision-making and problem-solving skills