



## **Job Description**

<b>Position Title:</b>	Maintenance Supervisor
<b>FLSA Status:</b>	Non-Exempt
<b>Position Reports to:</b>	Facilities / Project Manager
<b>Supervisory Responsibility Over:</b>	Maintenance Techs, Welders, Water Plant Technician, Grounds
<b>Full Time/Part Time:</b>	Full Time Exempt
<b>Revision Date:</b>	November 2022

## **Organizational Mission and History**

Save the Chimps operates the largest chimpanzee sanctuary in the world. Located on nearly 200 acres, the Sanctuary, located on the Treasure Coast of Florida, provides lifetime care and enrichment for chimpanzees rescued from research laboratories, entertainment, and the pet trade.

Save the Chimps was established in 1997 and is home to over 220 chimpanzees. The work of the organization is accomplished by a nonprofit board of directors, more than 75 full-time employed staff, and a number of community volunteers.

## **Position Overview**

The Maintenance Supervisor position has direct supervisory responsibility over the Facilities Team which cross-supports duties for all sanctuary maintenance activities. The primary responsibility of this position is to assure that Sanctuary facilities equipment, structures, vehicles, etc. are maintained to function as designed for safety and efficiency. The Supervisor implements, monitors and maintains the preventative maintenance program and internal work order system.

This position is responsible for the delivery of various project initiatives as directed by the Facilities Manager/Project Manager

This position requires flexibility to work as part of a diversified team while maintaining a professional and positive attitude. This a working supervisory position that reports directly to the Facilities/Project Manager.

As the Sanctuary is operational 365 days per year, the responsibilities of this role require the ability to work beyond a normal M-F schedule. While normal working hours of the Maintenance Department are Monday through Friday- 7:30AM to 4:00PM, this role will involve some weekends, evenings, and holidays as necessary for emergencies and prescheduled Sanctuary activities and events.

The following is a list of the essential functions of this position. This is intended to be representative of the tasks performed within the position description but is not limited to:

## **Essential Job Functions**

- Maintain a safe working environment by monitoring safety procedures and equipment.
- Review work throughout the work process and at completion to ensure that it has been performed properly.
- Collaborate with workers and managers to solve work-related problems.
- Plan work schedules and assign duties to maintain adequate staff for effective performance of activities and response to fluctuating workloads.



- Transmit and explain work orders to staff.
- Prepare and maintain work records and reports of information such as employee time and wages, daily receipts, or inspection results.
- Inspect equipment for wear and for conformance to specifications.
- Estimate material, time, and staffing requirements for a given project, based on work orders, job specifications, and experience.
- Conduct staff meetings to relay general information or to address specific topics, such as safety.
- Evaluate employee performance and prepare performance appraisals.
- Assess training needs of staff and arrange for or provide appropriate instruction.
- Resolve personnel problems, complaints, or formal grievances when possible, or refer them to higher-level supervisors for resolution.
- Recommend or initiate personnel actions, such as promotions, transfers, or disciplinary measures.
- Participate in the hiring process by reviewing credentials, conducting interviews, or making hiring decisions or recommendations.
- Inspect job sites to determine the extent of maintenance or repairs needed.
- Perform the same work duties as those supervised, or perform more difficult or skilled tasks or assist in their performance.
- Inventory supplies and requisition or purchase additional items, as necessary.
- Counsel employees in work-related activities, personal growth, or career development.
- Schedule times of shipment and modes of transportation for materials.
- Provide assistance in tracking, monitoring, or projecting a budget needs, and in developing policies and procedures.
- Learn and work with contracted vendors and support each of their scopes of work
- Assign, monitor and update the preventative maintenance program
- Assign, monitor and update the work order program
- Design and coordinate special projects such as building island structures, paint removal etc.
- Provide general repair and maintenance support for all sanctuary buildings, structures, equipment and vehicles
- Create and nurture relationships with all STC departments
- Perform other duties as assigned

### **Education and Knowledge**

- Minimum High School diploma or GED
- Minimum of 5 years carpentry, electrical, plumbing, welding, fabricating, mechanical and machine repair experience.
- Minimum of 3 years supervisory experience.
- Proficient with Microsoft and Google Software applications.
- Proficient with the use of power hand tools, industrial welding equipment, torches, table saws, punch press, cutting, drilling tools, commercial lawn maintenance equipment, tractors and other on/off road Sanctuary vehicles

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:



- While performing the duties of this job, the employee is required to stand for long periods of time; walk; sit; and use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs, step stools, ladders; balance; stoop, kneel; crouch or crawl; talk and hear; able to push and pull metal doors. The employee must regularly lift and / or move up to 60 pounds and team lift in excess of 100 lbs. Specific vision abilities required by the job include close vision distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must be able to run and swim in the face of danger
- The majority of the work will take place outside in all types of weather

#### **Environmental Requirements**

- Tasks are regularly performed with potential for exposure to adverse conditions, such as toxic/poisonous agents, dirt, dust, pollen, orders, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, animals/wildlife.
- Employees must not object to unpleasant chimpanzee behaviors including spitting of water or saliva, throwing of feces, food or other waste, and chimpanzee displays that may include banging, kicking, of the fencing, and loud screams or hooting.
- Retaliation and / or negativity towards the chimpanzees are not permitted.

**Must be able to pass a pre-hire drug screen and willing to receive various vaccinations.**

**Must have a valid driver's license and clean driving record.**

**Save the Chimps is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, gender identity, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.**

**Interested applicants should apply via Indeed**