**Mark Twain Home Foundation**

**Position Description**

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| Title: | Maintenance Supervisor | Classification: | Full Time Exempt |
| Reports To: | CEO/Executive Director | Supervises: | Part Time Facility Staff  Gardeners |

**Summary**

The position of Maintenance Supervisor exists to oversee all physical facility aspects of the Mark Twain Home Foundation. This includes basic maintenance of both historical and modern structures, general cleaning of buildings and grounds, and assist with building restoration projects.

**Specific Duties**

1. Facilities
   1. Ensure that the public and behind the scenes facilities are cleaned and maintained according to organization standards.
   2. Keep a maintenance plan for all MTHF properties including structures, grounds, & equipment.
   3. Fix any safety issues as soon as possible, notify the CEO of any issues that cannot be resolved quickly.
   4. Maintain all maintenance equipment.
2. Historic Structures
   1. Maintain files on restoration work done on historic structures.
   2. Regularly inspect properties for damage and maintenance needs.
   3. Make needed minor repairs and work with committee and CEO on all major restoration projects.
3. Grounds
   1. Ensure that the public walkways, gardens, and grounds are cleaned and maintained.
   2. Remove snow and ice from walkways and parking lots.
   3. Cleaning of trash from the streets in front of MTHF properties.
4. Administration
   1. Hire, train, supervise and evaluate custodial workers.
   2. Schedule custodial coverage for organizational needs daily.
   3. Work with outside vendors to meet organizational needs and provide input on maintenance related contracts for the CEO.
   4. Prepare bi-monthly report for the Board of Directors and submit to the CEO two weeks prior to the meeting.
   5. Notify CEO of any safety issues or concerns as soon as noticed.
5. Programs, Events and Rentals
   1. Participate in planning and implementing assigned events.
   2. Ensure there is adequate maintenance coverage for programs, events, and rentals.
6. Other duties as apparent or assigned