

Maintenance Supervisor

Houston Gateway Academy is seeking a reliable and experienced **Maintenance Supervisor** to oversee the daily maintenance and operations of our campus facilities. The ideal candidate will ensure a safe, clean, and well-functioning environment for students, staff, and visitors while leading a maintenance team in preventive and corrective work.

Key Responsibilities:

- Supervise, coordinate, and evaluate the daily activities of the campus maintenance team.
- Develop and implement **preventive maintenance schedules** for building systems, including HVAC, plumbing, electrical, and grounds.
- Oversee repairs, maintenance projects, and emergency work orders to ensure minimal disruption to school operations.
- Ensure compliance with **safety regulations, building codes, and school policies**.
- Manage inventory of maintenance supplies, tools, and equipment.
- Conduct regular inspections of facilities to identify maintenance needs, safety hazards, and equipment issues.
- Collaborate with administration to plan facility upgrades, renovations, and special projects.
- Maintain accurate maintenance records, including work orders, inspections, and service reports.
- Train and mentor maintenance staff in proper procedures, safety protocols, and customer service.
- Respond promptly to emergency situations, including facility or utility failures.

Qualifications:

- **Satisfactory outcome of a background check. Employees are responsible for a non-refundable fingerprinting fee (approximately \$50.00).**
- **HVAC Certificates**