

**JOB POSTING
BRAYS ISLAND PLANTATION
ATTENTION - ALL EMPLOYEES**

TITLE: Facility Maintenance Supervisor
DEPT: Facility Maintenance
REPORTS TO: Director of Property Management
EXEMPT STATUS: Exempt

FUNCTION: Serves as hands-on maintenance supervisor for Brays Island Plantation. Responsibilities include overall maintenance supervision for all plantation buildings to include mechanical, electrical systems, utilities, structure, masonry, concrete, signage, and interior/exterior appurtenances. Ensures that all support and service is conducted and fulfilled in a manner consistent with the ONE BRAYS Leadership Credo.

1. Responsible for the supervision of maintenance staff to include hiring, discipline, training, and performance appraisal process.
2. Responsible for the inspection of all amenity buildings to include follow-up inspections.
3. Performs or contracts general facility maintenance, to include HVAC plumbing, electrical, refrigeration, carpentry, painting, electronic and concrete work.
4. Establishes preventive maintenance schedule for all facilities and amenities.
5. Develops and maintains resource management plan which outlines short-term and long-term requirements for repair & maintenance, capital replacement, and capital requirements.
6. Provides all set-up/tear-down requirements for the use of all general use areas, to include tables, chairs, and audio-visual equipment as required.
7. Maintains all sidewalks, curbs, docks, etc.
8. Performs fire extinguisher checks.
9. Maintains structural integrity of all buildings to include foundations, trusses, walls and roofs.
10. Must be able to read and understand architectural/structural plans and their accompanying construction documents.
11. Monitor and reconcile department financials and make budget adjustments for monthly variance reports.
12. Supervises all administration relative to facility maintenance, to include preparation of budgets, work schedules, goals and objectives, and purchase/requisition documents.
13. Provides exceptional customer service to owners, guests. internal and external partners.
14. Foster a "One Brays" culture that ensures alignment to values, employee engagement, owner-centricity, and resource sharing.
15. Other special projects as assigned .

PHYSICAL REQUIREMENTS:

1. Capable of working extended hours, to include weekends and holidays as necessary.
2. Able to see well enough to read faint or partially obscured writing or printing, with corrective lenses if needed.
3. Must be able to speak English in a clear and understandable voice so that various types of communications may be conducted with people of various levels of education and capabilities, to include the exchange and receipt of information over the telephone.
4. Position involves sitting, standing, stooping, crawling, kneeling, pushing, shoving, lifting, carrying and moving objects that can weigh up to 100 lbs. This movement can occur throughout the day.
5. Must be able to drive a car, and possess a valid driver's license. Must be able to transport oneself around Brays Island facilities and amenities.
6. This position will alternate between working indoors in a controlled climate and with proper lighting, to an outdoors setting with variable climate and lighting.
7. Must be able to interact with all types of individuals, be mentally alert, detail oriented, and with good reasoning skills.
8. Must be able to work in small and confined spaces for extended periods of time.

ENVIRONMENTAL REQUIREMENTS:

1. Must be able to work on more than one assignment at a time with frequent interruptions, changes and delays. Must be able to remain focused and work effectively, efficiently, and cheerfully under such circumstances. For safety reasons, employee must remain alert to working conditions and aware of safety, health, and environmental concerns.
2. Must be able to work effectively and cheerfully in an environment which may be stressful due to adversarial situations resulting from the proper performance of duties.

MINIMUM QUALIFICATIONS:

- Education:** High school graduate or equivalency required. Engineering or other technical background from a university or vocational sources a plus.
- Knowledge:** Technical expertise in facility maintenance must be diverse, with a thorough knowledge of electrical, plumbing, mechanical, and carpentry trades. Must be able to operate all tools and equipment related to facility maintenance.
- Experience:** Minimum 3-5 years' experience as supervisor/manager in the maintenance of facilities and buildings.
- Skills:** Highly effective interpersonal skills, problem solving abilities, and human resource management skills a plus.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.

"I have read this Job Description, and certify that I can perform all essential job functions without a significant risk of the health or safety of myself or others that cannot be eliminated by reasonable accommodations."