**TITLE: Maintenance Director**

**EFFECTIVE DATE: January 15, 2019**

**REPORTS TO: Administrator**

**METHOD OF PAY: Salary**

**PURPOSE OF POSITION:**

The primary purpose of the position is to lead the facility maintenance team in order to maintain the facility and equipment in a safe and efficient manner in accordance with applicable federal, state, and local standards, guidelines and regulations governing the facility and as may be directed by the Administrator to assure that a successful maintenance program is maintained at all times.

**KEY STRENGTHS AND REQUIREMENTS**

* Must be knowledgeable of electrical systems, plumbing systems, mechanical systems, carpentry practices and procedures as well as the laws, regulations and guidelines governing long-term care facilities.
* Must possess the ability to plan, organize, and implement the goals and objectives for maintaining the facility and equipment safely and efficiently.
* Must be able to make independent decisions when warranted.
* Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies and the general public.
* Must be able to develop, read and interpret Maintenance Department cost reports, budgets and other financial data and participate in the development of the Maintenance Department budgets and possess basic computer skills.

**EDUCATION/EXPERIENCE:**

High school diploma or GED

Must possess at least 3 years of maintenance experience