



Maintenance Supervisor (Full Time)

The Crossroads Institute has an opening for a full-time Maintenance Supervisor.

Responsibilities include the general maintenance and custodial upkeep of Crossroads Institute properties. Two to four years of related experience is required (or equivalent combination of training and experience), as is a valid Commonwealth of Virginia driver's license.

Applications and a more detailed job description are available at the Crossroads Institute office located at 1117 East Stuart Drive, Suite 178, Galax, Virginia 24333. This position will remain open until filled.

The Crossroads Institute is an Equal Opportunity Employer.

MAINTENANCE SUPERVISOR

Crossroads Institute

Position Description:

Performs custodial and semi-skilled general maintenance work in and around Crossroads buildings and properties. Duties include, but not limited to, a variety of janitorial duties, repairs on furniture, equipment, fixtures, doors, walls, etc.

Job Responsibilities:

- Provide leadership and oversee maintenance staff
- Perform routine and housekeeping duties required to maintain a clean and safe environment, including floors, walls, railings, windows and tables
- Obtains all equipment and supplies needed. Completes all required requisitions needed.
- Performs grounds keeping duties on properties surrounding the Crossroads facility, such as shoveling snow and picking up any trash or debris
- Performs maintenance on Crossroads building and properties including painting, basic plumbing, basic electric, preventive maintenance, etc.
- Prepares work orders for repairs if outside vendors are required.
- Assists in set up and break down of rooms and facilities for events, classes, and functions.
- Performs paper work and performs other work as required.

Required Qualifications:

- High School diploma, or equivalent
- 2 – 4 years of experience in custodial work, general maintenance
- Training and experience which provides the required skills, knowledge, and abilities in general maintenance to include electrical and plumbing
- Leadership ability
- Valid Virginia driver's license

Preferred Qualifications:

- Certification in HVAC
- Certification in electrical and plumbing

Application Process:

Must complete the employment application for the City of Galax. Please include a letter of interest and current resume.

Position open, until filled.

THE CROSSROADS INSTITUTE IS AN EQUAL OPPORTUNITY EMPLOYER.