

Pendleton Water Association

62 Queens Road
Many, LA 71449
318-256-256-3804
Job Description

Maintenance Supervisor

Position: Part Time (Minimum 20 hours per week) Monday through Friday 8am until noon

Duties shall include:

1. Make necessary repairs to plant facilities (2 locations)
 - (a) Minor Carpentry
 - (b) Painting
 - (c) Plumbing
 - (d) Minor Electrical
2. Grounds maintenance
 - (a) Mowing
 - (b) Weed Control
 - (c) Power Washing
 - (d) Hauling trash to dump
3. Vehicle maintenance
4. Monitor parts inventory
5. Handle customer complaints: respond, & resolve.
6. Coordinate with insurance agent to file/report a claim.
7. Oversee of budgeted items after Board approval.
8. Prepare and submit monthly report to the Board.
9. Provide input for the maintenance budget.
10. Perform any other duties assigned by the Board of Directors.

Education/Skills/Proficiencies

- **Licenses/Certifications:** Valid Driver's License. Louisiana Water Operator's License in Production, Treatment, and/or Distribution are desirable but not required.
- **Communication Skills:** Clear, professional communication. Foster positive customer experiences internally and externally. Maintain composure under pressure. Collaborate effectively, give/receive constructive feedback, and promote diversity, respect, and accountability.
- **Problem Solving and Quality:** Detail-oriented. Identify and resolve complex issues. Think strategically ("big picture") and develop innovative solutions.
- **Collaboration and Initiative:** Align actions with company vision, mission, and values. Take ownership of performance. Pursue growth opportunities.