



FINCH-HENRY JOB CORPS CENTER

821 Highway 51 South
Batesville, MS 38606
Telephone: 662.563.4656
Facsimile: 662.563.1644
Toll Free: 800.733.5627

Facility Maintenance Supervisor

Department: Facilities Maintenance
Classification: **Exempt**
Status: **Full-Time**

Reports To: Finance & Administration Director
Dates of (1st) Posting: 06/10/2025 – 06/17/2025
Salary: **Contact Human Resources**

GENERAL FUNCTIONS:

Plans, directs and coordinates all Center facility, maintenance and capital improvement projects including the monitoring and coordinating of CTST projects.

MINIMUM QUALIFICATIONS:

Education: High School Diploma or equivalent. Technical certificates desirable.

Experience: Five years of extensive experience in the fields of: electrical, heating, HVAC, refrigeration, mechanical, plumbing and carpentry. One year of management experience.

Job Description:

- Provides supervision, training, assessment, and leadership for assigned staff.
- Supervises and performs various skilled tasks in the repair and maintenance of machinery, buildings and equipment; and maintains an adequate spare parts and tool inventory to properly support the facility.
- Develops, implements and monitors the Center preventive maintenance and energy conservation programs.
- Schedules staff for the prompt, effective and efficient maintenance of grounds and buildings.
- Monitors and administers a departmental budget and works within budgetary constraints.
- Performs routine inspections of the facilities to ensure that the appropriate preventive maintenance is performed where necessary.
- Maintains an effective work order system and ensures that all work orders are completed on time and according to quality standards and within budgetary constraints.
- May prepare bid requests for subcontracts for repairs and/or services.
- Plans, organizes and controls the use of overtime and on-call staff to ensure compliance with Center and ETR policy and procedures.

LICENSE OR CERTIFICATIONS:

Must possess a valid driver's license with an acceptable driving record.

Interested applicants may forward a resume and appropriate credentials to:



FINCH-HENRY JOB CORPS CENTER

Finch-Henry Job Corps Center
Attn: Human Resources
pittman.lucy@jobcorps.org
Visit our website at
<https://www.etrky.com/career-center/>
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M/F/ Veterans/Disability

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