

**TITLE:** Maintenance Supervisor  
**REPORTS TO:** Chief Operating Officer  
**OFFICE LOCATION:** Main/Corporate Office  
**FLSA STATUS:** EXEMPT  
**DATE:** APRIL 29, 2025

## **JOB DESCRIPTION**

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### **Summary/Objective**

The Maintenance Supervisor will manage and maintain all First Federal properties, including REO, vendor services and related functions. As supervisor of the maintenance team, this position will review and develop short and long-term goals for the general maintenance, construction, repair and remodels of all properties owned by First Federal; and actively participate in repairs and routine maintenance.

### **Essential Functions:**

- Develop and review short- and long-term goals for the general maintenance of First Federal, including mechanical maintenance and upgrades, cleaning services, routine building maintenance, service contracts and supplies.
- Manage vendor selection, bidding, scheduling, follow-up, receiving, inspection, inventory control and distribution relating to purchased or leased materials for First Federal.
- Participate in planning and other strategic development regarding equipment, supplies, renovation and other changes directly impacting physical assets.
- Manage quarterly preventative maintenance reviews for all branches.
- Cost effectively negotiate maintenance agreements and/or project bids before presentation to COO.
- Supervise inventory control, purchase and distribution of supplies and office equipment.
- Contact vendors for servicing equipment; maintain related records, blueprints, service agreements.
- Ensure building equipment is in proper working order.
  - Repair, replace or install equipment to continue service functionality.
- Maintain a connection with a variety of First Federal service and product vendors on a regular basis to ensure economic prices and products.
- Schedule general maintenance projects, coordinating such schedules with departments and outside vendors (if needed).
- Assist Chief Operating Officer in security related matters including but not limited to building/physical security, personnel security, landscaping security.
- Create and submit a maintenance budget annually.
- Oversee Team performance evaluations. Counsel and coach employees when needed.
- Attend and actively participate in Supervisor meetings.
- Compliance with all government regulations including the Bank Secrecy Act and related regulations.

### **Competencies**

- Ethical Practice – Being in accordance with the rules or standards for right conduct or practice; following processes, procedures, policies, laws and regulations that govern the Bank; moral uprightness; honesty
- Integrity –
  - Behavioral: Doing the right thing; acknowledge mistakes and demonstrate accountability for actions

- Job based: Ensuring accurate data throughout the organization
- Communication –
  - Delivering Messages: Ability to deliver clear and accurate messages across a variety of mediums to audiences of all sizes and backgrounds. Ensures that the delivered message is clear and understood by the listener
  - Listening: Understands information provided by others. Listens actively and to others' views and concerns. Seeks further information to clarify ambiguity.
- Teamwork – Positively, respectfully and openly participates in the collaborative effort of a group to achieve a common goal. Be committed to building an encouraging, caring, and supportive environment. Provide mutual support; be open minded to others' suggestions and contributions.
- Proactive –
  - Actively identify projects, repairs and activities to address Bank assets and buildings.

#### **Required Education and Experience:**

- High School Diploma or GED required.
- Extensive mechanical background.
  - Minimum 7 years equivalent work experience required.
- Minimum 3 years supervisory experience required.
- Experience with word processing and spreadsheet software preferred.
- Must demonstrate good organizational and interpersonal skills.
- Good written and verbal skills.
- Ability to communicate orally and visually.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, and climb stairs. The employee must occasionally lift or move office products and supplies, up to 75 pounds.

#### **Position Type**

This is a full-time position. Business hours of operation and scheduled workdays include Saturdays.

#### **Travel**

As required

#### **AAP/EEO Statement**

First Federal Savings of Lorain is an Equal Opportunity Employer-M/F/Disabled/Vet

#### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.