

**Maintenance Working Supervisor  
February 2026**

**Job Title:** Maintenance Working Supervisor  
**Department:** Facilities  
**Reports to:** Associate Director of Facilities, Mr. Bob McGovern  
**FLSA Status:** Exempt, salary  
**PDS Status:** Staff, 12 months, Full-time, Benefited  
**Hours:** 8:00am to 5:00pm Monday through Friday

Multi- role position. Set-up Technician for events, community needs and school needs. Maintenance and repair work where needed. Assist with Vendors as needed. Other duties as assigned.

Duties include the following:

- Direct daily maintenance activities for a team of six or more
- Stay fully engaged with maintenance staff and key leaders on campus
- Address urgent maintenance requests/needs and troubleshoot problems
- Ensure equipment uptime and extend equipment lifespan
- Recommend upgrades and/or replacements for equipment
- Proactive inspections of campus buildings and facilities
- Respond to after hour emergencies

Key responsibilities include:

- Work closely with the Associate Director of Facilities to ensure a collaborative, motivated, and efficient maintenance team.
- Assist with development and implementation of PM programs, schedule repairs, track work orders, and ensure timely completion.
- Operate power tools, maintenance equipment and vehicles safely within a school environment.
- Complete work tickets as assigned; tasks to include but not limited to: changing exterior and interior bulbs and ballasts, replacing toilet, faucet, and shower fixtures, change HVAC filters on indoor units as well and air cleaner filters in rooms when needed; assemble furniture and provide basic carpentry services.
- Manage all work tickets; ensure timely assignment and completion.
- Conduct regular building and equipment inspections to identify needs and potential issues.
- Follow up with completed work tickets to ensure all work meets standards and regulations
- Assist with the hiring, training, scheduling and management of maintenance technicians and contractors.
- Assist the campus emergency response team

Essential Skills:

- Leadership and Motivation
- Foster Collaboration and teamwork
- Outstanding Customer Service
- Technical knowledge in at least one of the following (HVAC, electrical, plumbing, carpentry)
- Problem solving and decision making
- Strong communication (written and verbal)
- Comfortable with a computerized work order system and basic word processing applications using Google Workspace

A driving record search and a criminal background check are mandatory.

**Physical Requirements:** The physical requirements of this position are those needed to successfully fulfill the job duties and responsibilities articulated above. The candidate must have high physical stamina and strength to perform repairs, regularly lift, push, pull, and carry materials weighing 50-100 lbs. The job requires frequent walking, standing, bending, climbing ladders, and crawling.

As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Required experience:**

At least 10 years of experience managing maintenance crews of at least 5 staff

Must have experience in at least one building trade (licensure is preferred)

A valid driver's license is required. CDL license preferred

**Salary and Benefits:** Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience. A full benefits package includes TIAA retirement and medical/dental coverage. Employees are also eligible for paid time off.

**Application Process:** Applicants should submit a cover letter of interest, current resume, college/ trade school transcript, three letters of recommendation, and a list of references with telephone numbers. Materials should be sent to the provided email address.

[PDS.MaintenanceSupervisor@providenceday.org](mailto:PDS.MaintenanceSupervisor@providenceday.org)

This position is open until filled. Providence Day School is an equal opportunity employer (EOE).