



MAINTENANCE SUPERVISOR

JOB SUMMARY:

The Maintenance Supervisor will manage all maintenance functions for the City of Mound Bayou and potential remote locations. The ideal candidate will direct all activities related to supervising and personnel engaged in the repair, modification, and installation of new and existing equipment and maintenance. The Maintenance Supervisor is responsible for training employees, developing, and maintaining preventative maintenance programs according to ISO guidelines, mentoring, and supervising all technicians and contractors with the purpose of ensuring departmental and operational safety and regulatory compliance.

EDUCATION:

Required: High school diploma or GED; or equivalent combination of education and experience

Preferred: Graduate of vocational/technical training program in a related field.

EXPERIENCE:

Required: Minimum of 5-7 years of maintenance experience. Minimum of 3 years of maintenance supervisor experience.

Preferred: Extensive knowledge of machines and tools, including their designs, uses, repair, and maintenance.

POSITION REQUIREMENT(S): Specialized Skills/License/Certification

Required: Welding, Fabrication, Water Systems and possess valid, Driver's license

Preferred: Basic knowledge of machines and tools, Welding, Electrical, Maintenance Program

ESSENTIAL JOB FUNCTIONS:

- *Responsible for maintaining all equipment owned and/or rented by the City of Mound Bayou, adequately supplying parts, maintaining critical spare parts inventory, and maintaining equipment and maintenance subcontractor activities.
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- *Responsible for Safety Maintenance activities to include record keeping, preventive maintenance and daily review of inspection checklists and for scheduling repairs.
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- *Responsible for planning, directing, and coordinating those activities concerned with community-wide safety, design, construction, and maintenance,
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- *Maintains cost-effective preventative and predictive maintenance programs, which are designed to minimize systems downtime, maximize and preserve a history of repairs and cost by individuals, equipment and/or electrical devices/machinery.

Applications will be accepted until Friday, March 31, 2026.

Applications should be submitted to City of Mound Bayou City Hall. For additional information, interested candidates may contact City Hall 662-741-2193, www or email mayorleightonaldridge@gmail.com