

# MECHANICAL MAINTENANCE SUPERVISOR



Public Works | Government Buildings | Criminal Justice Complex

## JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Mechanical Maintenance Supervisor is responsible for overseeing the daily operation, maintenance, and repair activities at the Terrebonne Parish Criminal Justice Complex.

### JOB OVERVIEW

#### PAY TYPE

Exempt (Salaried)

#### SCHEDULE

Monday to Friday

#### LOCATION

Criminal Justice Complex

#### REPORTS TO

Facilities Manager

#### PHYSICAL DEMANDS

Lift up to 50 lbs. (medium) standing, walking, climbing, lifting, and handling tools or equipment for extended periods

#### WORK ENVIRONMENT

Frequent exposure to loud noise, vibration, electrical, heights, extreme temperatures, humidity, and wet or damp conditions.

#### EMERGENCY EVENTS

Required to work during emergency events.

#### REQUIREMENTS

Valid Louisiana driver's license

HVAC Certification

Technical training in electrical, plumbing and security systems.

In this role, the incumbent will be expected to lead maintenance efforts across HVAC, electrical, plumbing, fire safety, and security-controlled systems, while also coordinating preventive maintenance programs to reduce downtime and extend the lifespan of facility assets ensuring the complex remains safe, secure, and fully operational at all times.

The Mechanical Maintenance Supervisor will also serve as the primary liaison between facility operations and internal departments, ensuring that maintenance needs and safety concerns are addressed efficiently.

### JOB DUTIES

- Oversee hands-on maintenance of the facility's physical infrastructure, including buildings, grounds, mechanical, electrical, and plumbing systems.
- Administer and manage day-to-day facility operations and maintenance programs.
- Conduct routine inspections and ensure timely repairs of all systems, including HVAC, boilers, water heaters, and electrical components.
- Maintain and repair fire alarm systems and security-controlled systems throughout the complex.
- Develop, implement, and monitor a comprehensive preventive maintenance program.
- Maintain accurate records of maintenance activities, repairs, and inspections.
- Collaborate with architects, engineers, and the Government Facilities Manager on facility renovations and improvement projects.
- Operate and monitor computerized systems for HVAC and security controls.
- Respond to maintenance requests from TPSO personnel and ensure timely resolution.
- Prepare and submit weekly operational reports and documentation.
- Assist in the development and delivery of safety and training programs for staff.
- Provide written updates on project status, including daily and weekly progress reports.
- Ensure compliance with all local, state, and federal permits, licenses, and regulations related to facility operations.
- Supervise maintenance personnel, manage schedules, evaluate performance, and enforce disciplinary actions in accordance with the Personnel Manual.
- Provide training to staff on maintenance procedures and preventive maintenance protocols.
- Review and approve Absence Requests, FAST forms, and employee timecards submitted through TeamTPCG to ensure accuracy, compliance with policy, and timely processing.

# MECHANICAL MAINTENANCE SUPERVISOR

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## JOB DUTIES CONTINUED

- Participate in quarterly One-on-One meetings with Supervisor.
- Conduct quarterly One-on-One meetings with each subordinate to ensure alignment on responsibilities and expectations, track progress, identify areas for support or development, and facilitate meaningful feedback and goal setting.
- Ensure employees complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Must possess strong leadership capabilities to effectively supervise maintenance personnel, enforce safety standards, and ensure adherence to organizational policies and procedures.
- **Time Management:** Ability to prioritize tasks, coordinate multiple projects simultaneously, and ensure timely completion of maintenance and repair activities within established deadlines.
- **Analytical Skills:** Must be able to accurately diagnosing technical issues, interpreting system schematics and data, and implementing efficient, long-term solutions.
- **Communication Skills:** Excellent verbal and written communication skills are necessary to facilitate clear coordination with internal departments, provide detailed reporting to management, and respond effectively to maintenance requests and operational concerns.
- **Organizational Skills:** Must be able to maintain accurate maintenance records, manage preventive maintenance schedules, and ensure compliance with regulatory requirements.
- **Technical Skills:** Requires hands-on technical expertise in the operation, maintenance, and repair of HVAC, electrical, plumbing, fire safety, and building automation systems, along with strong computer skills, including the use of Microsoft 365 applications and computerized work order management systems.
- **Qualifications:**
  - High school diploma or GED certification.
  - Minimum of three (3) years of progressively responsible experience in facility maintenance, building systems, or a related field is required.

