



**ACOMA BUSINESS ENTERPRISES  
VACANCY ANNOUNCEMENT**

<b>JOB TITLE:</b>	Maintenance Supervisor	<b>DEPARTMENT:</b>	Sky City Travel Center
<b>SUPERVISOR:</b>	Maintenance Manager	<b>PAY GRADE:</b>	9
<b>OPENING DATE:</b>	2/24/2010	<b>CLOSING DATE:</b>	Open till Filled (Not to Exceed 30 days)

***Summary of Responsibilities:***

A Maintenance Supervisor directs and coordinates activities of maintenance personnel at Sky City Travel Center. Responsible for assuring that all sites are safe, accessible, free of fire hazard, and that all structures and parking areas are sound and well maintained. This position ensures safe operation of equipment and plans and supervises facility improvement. The Maintenance Supervisor shall demonstrate strong knowledge of materials and building techniques, typically gained by working in the building trades. Working conditions include exposure to chemicals, cleaning solutions, or other hazardous materials. High School diploma or GED required, minimum vocational or trade school preferred, a minimum of 3 years increasingly responsible maintenance experience required.

***Skills, Abilities, Equipment Used and Knowledge:***

- Must have an aptitude for customer services and ability to remain calm and cheerful in stressful situations.
- Must possess a friendly demeanor at all times and perform job requirements with S.E.G. (Smile, Eye Contact, Greeting).
- Must possess good to excellent interpersonal skills and be able to communicate complex or unwelcome information courteously and helpfully to guests, co-workers, and supervisors.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals or a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to calculate figures and amounts such as board feet, linear feet, percentages, area, circumference and volume.
- Ability to balance time constraints with multiple responsibilities.
- Must have basic knowledge of safety precautions and safe work practices, including ensuring the safety of co-workers.

***Education/Experience:***

- Associates degree (AA) or equivalent from a 2-year vocational or technical school or completion of an approved apprenticeship in the building trades preferred or one to three years of experience required in the building trades. Combination of education and experience may be considered.
- Valid New Mexico Driver's license required.
- First Aid and CPR certification desirable; any certification that may be required in accordance with trade practices.

**To Apply: Submit application or resume to the Human Resources Depart**