

The City of Dalton is currently accepting applications for a full time Building Maintenance Supervisor at the Dalton Convention Center. Your job responsibilities will make an impact as a maintenance technician be diagnosing, repairing, and performing preventative maintenance duties for all commercial equipment to support the Dalton Convention Center operation. You will be responsible to develop preventative maintenance schedules and complete assigned PMs in the timeframe outlined, as well as conduct training for Convention Center Staff regarding operation.

What You'll Do:

Perform minor repairs on facilities, equipment, or fixtures (for example, plumbing, electrical, carpentry, material handling equipment, food equipment)

- Complete routine maintenance to ensure safety and proper functionality.
- Manage work orders and routine maintenance schedules by completing and providing required written and electronic information (for example, expense reports, weekly work summaries, work orders, and time sheets.
- Schedule staff in landscaping and janitorial.
- Maintenance operations on two magnetic bearing chillers and two steam boilers.

You'll sweep us off your feet if you...

- Have previous experience in facility maintenance (including plumbing, electrical, carpentry, material handling equipment, food equipment, and refrigeration.)
- Understand the importance of Customer Service and have clear, transparent, and respectful communication.
- Drive personal accountability and use effective time management to achieve commitments.
- Ability to adapt to changing and competing demands using solid judgement to identify priorities.
- Maintain repair and parts documentation that can be reviewed monthly by the General Manager.

Minimum Qualifications:

- Hold a valid state-issued driver's license for at least 3 years with a clean driving record.
- Ability to take and pass a drug test and background check.
- All payroll is sent electronically, and you must have a financial institution with an email address.
- Ability to work a flexible schedule that may include nights, weekends, and some holidays.

The Pay:

The full-time maintenance supervisor starts at approximately \$20 per hour depending on qualifications. A City of Dalton employment application must be completed online from daltonga.gov website.

Please include an updated resume with your application.