

MAINTENANCE SUPERVISOR CHECKLIST

- ☐ Assign work daily for multiple workers or crews; check on work programs throughout the day; maintain time sheets, cost reports, etc. Submit requests for materials, tools, equipment, and other supplies needed by the division; prepare equipment specifications; assist in maintaining expenditure records for materials and service.
- ☐ Instruct subordinates in proper work techniques, use of equipment, and safety precautions and requirements.
- ☐ Assist with and perform a variety of personnel actions including selection, training, promotions, performance evaluations, disciplinary actions, and dismissals. May assist with the preparation of the annual operating budget for assigned division.
- ☐ Perform the most difficult and technically complex work of assigned division.
- ☐ Regular and consistent attendance.