



CLEVELAND UTILITIES AUTHORITY

Assistant Supervisor – Facilities Maintenance

Cleveland Utilities Authority, a municipal utility providing electric, water, wastewater and fiber services to the Cleveland, Tennessee/Bradley County area is seeking an Assistant Supervisor – Facilities Maintenance to assist Under the direction of the Facilities Maintenance Supervisor, assigns, directs, and inspects the work of personnel involved in the construction, maintenance, repair, and servicing of buildings, facilities, and landscaped areas.

ESSENTIAL FUNCTIONS:

- Participates in the selection, training, supervision, and evaluation of assigned staff; participates in the establishment of performance requirements and personal development targets, and provides technical assistance and advice to assigned staff.
- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment.
- Defines the scope and estimates time, labor, equipment, and material needs as well as safety equipment, permits, and/or plans for specific maintenance projects and prepares appropriate corrective or preventive maintenance work orders.
- Performs field inspections and investigations; meets with inspectors to schedule construction orders.
- Interprets, prepares, and updates a variety of charts, graphs, records, correspondence, and reports.
- Reads and interprets blueprints, drawings, specifications, and manuals.
- Monitors, inspects, and evaluates the performance of contractors engaged in the construction, maintenance, and repair of CUA grounds and facilities; ensures contractor performance complies with contract provisions, specifications, and standards; prepares specifications and plans for new projects to be performed by CUA personnel or contractors; monitors contractor activities to ensure compliance with applicable laws and regulations.
- Uses CMMS to plan and schedule work orders; coordinates and schedules multi-craft jobs with other departments or outside services prior to commencement of work; collects work history and other information to ensure a current and complete record of work and site documentation; coordinates/organizes contracted services; schedules outside contractors; processes completed work orders for comments, variances, and completeness and accuracy; prepares weekly, monthly, and annual activity reports.
- Develops repair and maintenance plans by reviewing work orders, clarifying intent with originators, determining scope of work for each job, and ensuring that repair parts and materials are received prior to commencement of jobs.
- Maintains the departmental inventory and non-inventory items by preparing purchase orders for supervisor or manager signature; orders materials and supplies from the warehouse or via open purchase orders, receives items for specialized orders and oversees the issuance and distribution of materials, supplies, parts, tools, and equipment.
- Analyzes maintenance data and recommends improvement to division maintenance policies and procedures; organizes and participates in specialized programs such as improved methodologies and preventative/predictive maintenance programs.
- Receives and responds to questions from internal and external customers.

PERSONAL REQUIREMENTS:

- Bachelor's Degree (four-year college or technical school): Required. Field of Study: Facilities Management, Construction Management, Engineering, or related field.
- Six years of experience in facilities construction and maintenance, including 4 years of responsibility leading the work of others.
- Understanding of computerized maintenance management software (CMMS) and its application/operation., working knowledge of popular software, particularly Microsoft Office.
- Valid Tennessee Driver's License.

Qualified applicants should submit a resume by Friday, May 1, 2026, to:

CLEVELAND UTILITIES AUTHORITY
ATTN: HUMAN RESOURCES
POST OFFICE BOX 2730
CLEVELAND, TN 37320
Or email to jobs@clevelandutilities.com

AN EQUAL OPPORTUNITY EMPLOYER