

Job Description

Maintenance/Supplies Manager

Department: Facilities/Supplies Department
Reports to: Project Management Officer
Supervises: Supply & Maintenance Personnel

Date: September 10, 2026

Summary: Monitors and coordinates all facility, supply, & maintenance functions for the bank and its branches. Supervises and assists in the issuance of supplies for all departments and locations. Maintains the bank and its branches in the highest state of professional appearance.

Duties and Responsibilities:

1. Facilities Maintenance

- Direct and oversee maintenance, repair, and upkeep of all Bank facilities, grounds, equipment, and physical assets.
- Ensure all Bank locations maintain a professional appearance that reflects the organization's standards and brand.
- Develop and administer preventive maintenance programs for facilities and equipment.
- Manage vendor and contractor relationships, including janitorial, landscaping, HVAC, electrical, plumbing, and other service providers.
- Conduct regular inspections of all facilities and identify corrective maintenance needs.
- Ensure compliance with building codes, safety regulations, and Bank policies.
- Oversee fleet vehicle maintenance, utilization, and replacement planning.
- Coordinate maintenance-related emergency preparedness planning and response activities.

2. Supply Chain & Asset Management

- Direct the procurement, inventory control, storage, and distribution of operational supplies across all Bank locations
- Establish inventory standards and monitor supply levels to ensure uninterrupted operations.
- Oversee purchasing processes and vendor relationships to achieve cost-effective procurement.
- Monitor departmental supply budgets and expenditures.
- Maintain accurate records of fixed assets, equipment, furniture, and facility inventories.
- Evaluate opportunities for cost savings and operational efficiencies.

3. Vendor & Contract Administration

- Solicit bids, evaluate proposals, and recommend vendor selections.
- Negotiate and manage service contracts and maintenance agreements.
- Monitor vendor performance to ensure service quality, compliance, and contract adherence.
- Review invoices and ensure services are completed according to contract terms.
- Maintain vendor documentation, licenses, insurance certificates, and service records.

5. Leadership & Personnel Management

- Provide direct supervision, leadership, and performance management for the Supply Department personnel.
- Establish department goals, performance expectations, and accountability measures.
- Conduct employee coaching, training, performance evaluations, and development planning.
- Foster a culture of teamwork, service excellence, accountability, and continuous improvement.
- Promote workplace safety and compliance with Bank policies.

Other duties as assigned

Qualifications

A Maintenance and Supplies Manager should possess several years of progressive experience in facility maintenance, inventory control, and procurement, with demonstrated success in managing maintenance operations and supply resources. This individual should have a strong working knowledge of building systems, equipment maintenance, safety regulations, and preventative maintenance programs. Experience overseeing inventory levels, purchasing supplies, negotiating with vendors, and managing budgets is essential.

High school diploma or equivalency. At least 1 to 2 years of experience in supply purchasing and inventory control experience preferred. Ability to communicate verbally and in written form with other bank personnel and outside contacts. General math and comprehension skills required.

Must be able to follow written and verbal instructions.

New Mexico drivers license necessary.

Physical Demands & Work Environment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Job duties require sitting, standing, walking, talking, listening, using hands and arms for reaching, climbing or balancing. Must be able to lift between 50 – 100 pounds (moving furniture and/or equipment).

The work environment is a typical office and warehouse setting with some duties outside of bank premises. At times may be exposed to risks of electrical shock working with equipment and precarious places. May be exposed to other outdoor hazards. Moderate to high noise levels. Must be able to wear a mask while in the workplace in accordance with federal and state requirements. This position does not qualify for telework unless work can be assigned for up to a maximum of 14-days if it is deemed necessary due to business needs or a public health issue, with management approval.