



Class Title: Facility Maintenance Supervisor Pay Grade: 7

FLSA Designation: Covered

Established: 7-2015

Revised:

Class Summary/Primary Function

The primary function of an employee in this class is to perform and manage custodial and building maintenance and repair of public buildings and operational systems including HVAC heating and cooling systems, fire alarms and pulls, fire sprinkler systems, and security camera and door systems. The position supervises a regular custodian position and contractors/vendors as needed. The position reports to the Public Works Director but work is completed independently. The principal duties of this class are performed indoors and outdoors in all weather conditions in a public building environment and include use of electrically powered cleaning equipment and cleaning substances that may involve related hazards. This position is on-call for after hours emergencies and winter snow removal.

Essential Duties and Responsibilities

- Monitor and maintain county buildings, systems and grounds;
- Monitor and administer building and grounds budgets for all County properties;
- Conduct regular inspections of all buildings, grounds and mechanical areas, make repairs as necessary and/or contract vendors as needed;
- Assign and supervise the Custodian work;
- Conduct routine inspections of Sheriff's Department holding cells to maintain mechanical, plumbing and security aspects;
- Respond to County employee requests for repairs and adjustments;
- Oversee landscaping and snow removal contracts;
- Work with the Public Works Director and Planning Administrator to develop long range capital improvements;
- Set up or arrange tables and chairs to prepare facilities for events, such as public meetings.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Move heavy furniture, equipment, or supplies, either manually or by using hand trucks.
- Make adjustments and minor repairs to heating, cooling, ventilating and electrical systems, including the maintenance and replacement of all filters as needed.
- Drive vehicles required to perform or travel to maintenance work.
- Maintain inventory of supplies or equipment needed for cleaning and maintenance duties.
- Maintain key and/or digital lock systems for all buildings
- Perform all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- General trade repair and maintenance needs, methods, materials, tools and standard practices of cleaning and maintaining public buildings;
- Effective supervisory techniques and methods;
- Preparation, use, and disposal of chemical cleaning agents;
- Appropriate use of cleaning agent for varied surface types;
- Safety procedures when cleaning and moving furniture.

Ability to:

- Oversee, manage, operate, maintain and perform repairs to facilities systems and grounds;
- Organize and oversee preventative maintenance schedules and reports for mechanical rooms and general facility maintenance;
- Work independently and manage own work schedule to complete tasks and assign and supervise the work of others;
- Respond after hours as needed for emergency calls;
- Develop and maintain effective working relationships with supervisor, fellow employees, community groups, elected officials, vendors and service representatives and the general public;
- Effectively perform routine maintenance on equipment and determine when and what kind of maintenance is needed;

Acceptable Experience and Training

- High school diploma or GED, with supplemental trade school training is preferred;
- Two or more years experience in performing facility maintenance and repair duties including HVAC, minor plumbing and electrical, electronic systems and general carpentry; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of the job.

Special Qualifications

- Must successfully complete in depth security background check (including the taking of fingerprints) due to having access to business offices and police department
- Valid driver's license to be able to drive company vehicles
- Must be at least 18 years of age

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, telephones, and safety warnings such as alarms and emergency warning sounds;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, drive a vehicle between facilities, inspect facilities and related equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of cleaning devices including powered equipment, hand

- equipment and tools; and to make adjustments to equipment; to drive a motor vehicle;
- Sufficient strength to lift or move objects up to 50 pounds, maneuver powered cleaning equipment such as vacuums and scrubbers, stand or work on feet for long periods of time, and to adapt to and move between work stations and buildings;
 - Sufficient body flexibility and balance to perform equipment maintenance and repair operations which require repeated bending and stooping motions, including climbing and working on ladders and roofs;
 - Sufficient personal mobility, flexibility, stamina, and balance, with or without reasonable accommodation, which permits the employee to work in areas with only artificial light, to work within a tightly enclosed area such as closets and small offices, to work while exposed to unpleasant odors, to work in all weather conditions and with allergenic substances such as cleaning solutions and dust, and to work in a facility maintenance environment.