

# Uintah County

## Job Description



<b>Title:</b>	Facilities Maintenance Supervisor	<b>Code:</b>	304-3
<b>Division:</b>	Operations	<b>Effective Date:</b>	5/11
<b>Department:</b>	Facilities Management	<b>Last Revised:</b>	5/11
<b>FLSA Cat:</b>	Exempt	<b>Pay Grade:</b>	29

### GENERAL PURPOSE

Performs a variety of **general administrative and field supervisory** duties related to implementing the day-to-day programs and schedules for maintenance and repair of county facilities and environment. Performs **journey level maintenance** on complex heating, ventilation, plumbing, electrical and climate control systems and voice and data lines.

Works under the general guidance and direction of the Facilities Manager.

### SUPERVISION EXERCISED

Provides close to general supervision to all Maintenance Technicians and other department personnel. Directs community service workers as assigned by courts.

### ESSENTIAL FUNCTIONS

Monitors employee performance related to specific tasks and projects; performs as a project leader, assures safety and compliance with department, state and federal regulations; delegates task assignments and performance general quality assurance; assists with performance evaluations.

Assists to develop annual projections of materials, equipment, and supplies as required to assist with budget preparation; monitors inventory controls and material usage; identifies purchasing needs.

Assists county departments to identify maintenance, construction, remodeling projects, installations and room conversions; develops cost proposals and makes recommendations for the same; prepares bid specifications for contracted projects.

Assists to develop county-wide preventive maintenance program; performs journey level preventive maintenance on facility systems and equipment; maintains air conditioning system; domestic hot water systems, boiler, refrigeration units, compressors, lighting systems, electrical systems, pneumatic controls, electrical and electronic controls, etc.

Installs and maintains various voice and video data lines; performs facility remodels as needed to install new technology; connects and terminates line ends.

Performs on-call duties; performs various office duties; data enters project records, material usage, costs etc.; enters or creates work order records.

Supervises and performs general maintenance and repair of windows, grills, gates, plumbing, fixtures, and electrical connections.

Oversees and participates in the maintenance of facility environments; mows lawns, trims bushes and shrubs, grooms flower beds and related garden areas; operates hand and power tools; operates heavy equipment, i.e., bucket truck, plow, tractor, etc. to perform grounds maintenance.

Monitors and oversees work projects performed by contractors and sub-contractors; assures project progress and delivers reports to department head.

Monitors inventory of chemicals, solvents, and related agents; assures availability of supplies and materials essential to the daily maintenance of county grounds and buildings.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus one (1) year of specialized training provided through formal apprenticeships, professionally sponsored workshops, vocational training, college or in-service;

AND

B. Four (4) years of experience performing above or related duties, two (2) of which must be in a supervisory capacity;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

**Considerable knowledge of** construction codes and standards; market conditions and materials; estimate procedures; building phases related to carpentry, plumbing, masonry, electrical wiring, etc.; effective practices in floor, carpet, wood work, and fabric care and cleaning; tools, materials, and equipment essential to building maintenance, construction, repair, and cleaning. **Some knowledge of** principles of supervision; personal computer and various software applications or specialized facilities management software; interpersonal communication skills; fiscal management and budget development.

**Ability to** direct and control a crew of workers performing similar duties; read and interpret blueprints; work under varying weather conditions; communicate effectively, verbally and in writing; develop effective working relationships with elected officials; subordinates, and the public.

3. Special Qualifications:

HVAC and/or plumbing certification required.

May be required to attain certification in various other maintenance trades.

4. Work Environment:

Incumbent of the position performs both indoor and outdoor physically demanding duties. Tasks require variety of physical activities, generally involving muscular strain, such as lifting, walking, standing, stooping, reaching, hearing and seeing. Common eye, hand, finger, leg and foot dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking, guided problem solving. May be required to lift if excess of 75 pounds in normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)