

TITLE: Building Maintenance Supervisor

BG/3

DEPARTMENT: Building and Grounds, Fayette County

JOB SUMMARY: This position is supervises and participates in the maintenance of county buildings.

MAJOR DUTIES:

- o Directs, assigns, supervises, and evaluates personnel.
- o Plans projects and estimates material and labor needs.
- o Supervises and participates in the building of cabinets.
- o Prioritizes and schedules work orders.
- o Reviews and approves leave requests.
- o Supervises and participates in the remodeling of county offices.
- o Supervises and participates in the new construction projects.
- o Supervisees and assists in the pouring of concrete.
- o Supervises and participates in fire station building repairs.
- o Assists subcontractors as needed.
- o Supervises and participates in the repair of HVAC systems.
- o Supervises and participates in the installation and repair of fences.
- o Completes required reports.
- o Supervises and participates in the remodeling of county buildings and facilities to conform with ADA requirements.
- o Supervises and participates in the installation and repair of irrigation systems.
- o Supervises and participates in the installation and repair of electrical systems.
- o Supervises and participates in the maintenance of athletic filed lighting systems.
- o Supervises and participates in the maintenance and repair of septic systems.

- o Supervises and participates in the painting of county buildings.
- o Supervises and participates in the repair and maintenance of building roofs.
- o Oversees the work of contractors.
- o Oversees department safety programs; enforces safety standards
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of construction materials, methods, and standards.
- o Knowledge of building and grounds maintenance procedures.
- o Knowledge of hand and power tools.
- o Skill in the operation of assigned vehicles, tools, and equipment.
- o Skill in interpersonal relations.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Building and Grounds Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include building codes and ADA standards. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of related supervisory and maintenance duties. The variety of tasks to be performed contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to supervise and participates in the maintenance of county buildings. Success in this position contributes to a safe and well maintained work environment for county personnel.

**PERSONAL CONTACTS:** Contacts are typically with co-workers and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, provide services, and motivate and influence persons.

**PHYSICAL DEMANDS:** The work is typically performed while standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.

**WORK ENVIRONMENT:** The work is typically performed in an office, stockroom, warehouse, or outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and occasional cold or inclement weather.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Building Maintenance Engineer (1), Custodial Crewleader (1), and Building Maintenance Worker (9).

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

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- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
  
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
  
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.