

## FACILITIES SUPERVISOR

### FUNCTION OF THE JOB

Under direction, to perform work involving the operation, supervision, direction, and planning of the maintenance, repair, and upkeep of building structures and all internal systems and equipment; performs other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Determines the priorities for maintenance, repair, and remodeling, to building structures, and all internal systems and equipment; develops and reviews daily work schedule of duties assigned to maintenance staff; monitors work performance to ensure conformance to safety standards, quality, and accuracy; takes necessary corrective action.
2. Supervises and reviews the work of the maintenance staff in the maintenance and repair of buildings and related equipment and assists the staff when necessary; implements operational changes to improve efficiency of workforce and building systems.
3. Participates in preparing a budget for facility and equipment maintenance projects, supplies, tools, personnel, and equipment; maintains inventory and authorizes purchases of budgeted supplies, equipment, and tools; implements departmental cost measurements to ensure compliance with budget limitations.
4. Interviews, selects, evaluates, directs, assigns, and reviews the work of a staff and handles any personnel problems of the staff.
5. Coordinates the training of maintenance mechanic staff in the performance of their duties, interpretation, and adherence of department and county policy, operation of maintenance and facility equipment, and in regard to related health and safety issues; coordinates division safety committee.
6. Routinely inspects buildings to determine maintenance needs, set priorities, and initiate work on projects, and to ensure compliance with all building codes and safety regulations.
7. Conducts an annual survey of all County facilities for the building improvement plan project needs and submits an annual report on the building conditions.
8. Assists in identifying and determining the priorities for the repair, remodeling, and maintenance of building structures and facility equipment and then the assigning of these projects to maintenance staff or external contractors; serves as technical resource for facility projects to County departments or other stakeholders.
9. Manages all service contracts related to building operations including boilers, chillers, emergency generators, elevators, fire alarms, building automation systems and coordinates vehicle service and replacements.
10. Operates building automation system, provides ongoing cost reduction initiatives in areas of utilities and energy savings programs.
11. Identifies the problem areas in the construction, remodeling, or upkeep of the physical plant, and makes recommendations for corrections.
12. Establishes and administers preventive maintenance schedules for upkeep of all equipment; administers card access and camera systems.
13. Evaluates projects and determines whether they will be completed by staff employees or outside contractors; if project is contracted, writes bid specifications, solicits bids, meets with contractors, discusses projects scope, receives bid proposals, and manages/supervises contractor work.
14. Receives, investigates, and resolves complaints regarding facility maintenance and building repair problems including responding to emergency maintenance problems in County owned buildings.
15. Participates in the preparation of requests for proposals for contracted services.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES (continued)

16. Supervises and monitors the work of outside vendors and facility service contractors to ensure compliance with County contract requirements, departmental standards, and applicable building codes and regulations.
17. Maintains detailed records and prepares written and verbal reports as required.
18. Establishes and maintains effective working relationships with staff, vendors, occupants of buildings, contractors, County Boards and Commissions, the general public, and other employees.
19. Maintains prompt, predictable, and regular attendance.
20. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of building construction and facility systems including architectural/structural, HVAC, electrical, plumbing, and fire protection.
2. Comprehensive knowledge of the tools, equipment, materials, methods and practices used in the construction, repair, and maintenance of buildings, facilities and stationary equipment.
3. Considerable knowledge of supervisory and managerial principles and practices.
4. Considerable knowledge of safe work practices and occupational hazards.
5. Considerable knowledge of federal, state, and local building and construction codes and regulations.
6. Considerable knowledge of fiscal budgeting principles and practices.
7. Working knowledge of computerized department program software, internet access, and database, spreadsheet, and word processing programs.
8. Ability to utilize word processing, database, and spreadsheet programs.
9. Ability to analyze a situation and resolve problems through corrective maintenance actions.
10. Ability to establish and maintain a preventative maintenance program for buildings and building equipment.
11. Ability to plan, prioritize, assign, and direct the work of employees performing maintenance work.
12. Ability to hire, supervise, and evaluate employees engaged in skilled, semi-skilled, and unskilled work.
13. Ability to prepare and maintain accurate reports and records.
14. Ability to communicate effectively both verbally and in writing.
15. Ability to establish and maintain effective working relationships with staff, vendors, occupants of buildings, contractors, County Boards and Commissions, the general public, and other employees.
16. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. High School Diploma or GED.
2. Five (5) years of progressively responsible work experience in the area of building maintenance and construction, two (2) years of which must include experience at the Maintenance Mechanic II level or related supervisory work experience.
3. Post high school training from a recognized technical school, apprenticeship program, college, or university in building maintenance and construction, or a closely related field may be substituted for the general work experience requirement on a year-for-year basis to a maximum of three (3) years.