

# Uintah County

## Job Description



<b>Title:</b>	Facilities Maintenance Supervisor	<b>Code:</b>	124
<b>Division:</b>	Operations	<b>Effective Date:</b>	5/11
<b>Department:</b>	Facilities Management	<b>Last Revised:</b>	3/12
<b>FLSA Cat:</b>	Exempt	<b>Pay Grade:</b>	29

### GENERAL PURPOSE

Performs a variety of **administrative and supervisory** duties related to the planning, organizing, coordinating, and monitoring the upkeep, maintenance and repair of County facilities and environment. Assists the Facilities Manager in the management of maintenance activities.

### SUPERVISION RECEIVED

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

### SUPERVISION EXERCISED

Provides close to general supervision to employees of the facilities management department as assigned.

### ESSENTIAL FUNCTIONS

Monitors division personnel needs and assists with discipline, recruitment, selection, and training of new employees; instructs in department policies and procedures and ensures performance standards are met. Tracks employee performance related to specific tasks, safety, and other areas of concern. Determines daily work projects, sets priorities and delegates assignments.

Assists in the development of annual projections of materials, equipment, and supplies as required; monitors division expenditures to ensure conformity to established fiscal program; develops inventory controls and monitors material usage; makes purchases as needed, negotiates with vendors.

Conducts building inspections to monitor for safety and security needs and ensure conformity to health and safety standards and building and electrical codes.

Creates and promotes preventive, predictive and emergency maintenance planning; assists County departments to identify maintenance needs; monitors contracted projects to assure quality and timely completion;

Performs and directs the monitoring of facility environmental systems, such as heating, ventilation, plumbing, electrical, security, fire alarms, etc.

Performs journey level preventive maintenance on facility systems and equipment; maintains air conditioning system; domestic hot water systems, boiler, cooling towers, pneumatic controls, electrical and electronic controls, etc.

Administers the entry and exit control systems of county buildings and facilities.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from high school; plus four (4) years of specialized training provided through

formal apprenticeships, professionally sponsored workshops, vocational training, college or in-service;

AND

B. Six (6) years of experience performing above or related duties; two (2) years of which 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; effective practices in floor, carpet, wood work, janitorial activities;; tools, materials, and equipment essential to building maintenance and repair. **Working 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:

Must possess a valid Utah driver's license.

May be required to attain certification in various trades, such as electrical, HVAC, and/or plumbing.

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 in 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)