

JOB DESCRIPTION

POSITION/TITLE: Maintenance Supervisor

DEPARTMENT: Maintenance

REPORTS TO: Board of County Commissioners

POSITION SUMMARY: Responsible for:

1. Performing highly diversified duties to install, troubleshoot, repair and maintain production and facility equipment and systems.
2. Janitorial duties including cleaning of county buildings, public areas, restrooms and other areas as assigned.
3. Lawn/Ground Maintenance and Snow Removal.
4. Work varying shifts weekends and holidays, work extended hours out of doors in varying conditions and working shifts for employees who are on vacation or sick etc.

RESPONSIBILITIES/DUTIES:

- Perform highly diversified duties to install and maintain machines and the facility's equipment (boiler system, HVAC – heat pump, lock system/security, elevator, etc.)
- Provide emergency/unscheduled repairs of equipment and performs scheduled maintenance repairs of equipment.
- Perform mechanic skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, troubleshooting and repair of buildings, machinery and equipment.
- Read and interpret equipment manuals and work orders to perform required maintenance and service and prepare bids/request for proposals.
- Diagnose problems, replace or repair parts, test and make adjustments.
- Perform a variety of plumbing maintenance and carpentry functions.
- Use a variety of hand and power tools, electric meters, extension ladder, and material handling equipment in performing duties.
- Detect faulty operations, defective material and report those and any unusual situations to proper supervision.
- Comply with safety regulations and maintain clean and orderly work areas.
- Clean County buildings (common areas, offices, public areas, bathrooms, and other areas as needed).
- Responsible for outside decorations (Christmas) at Courthouse.
- Schedule and perform lawn care (riding lawn mower, edger, fertilize, weed control, etc.) And snow and ice removal (sidewalks, doorways, parking areas, etc.)

- Perform supervisory functions for custodial/cleaning/janitorial services in county owned buildings and contract services as needed.
- Coach training of workers to improve work performance and acquaint workers with County policy and procedures.
- Assist with maintaining and preparing Maintenance budget (tracking, accounts payable vouchers, payroll vouchers).
- Oversee facilities and grounds and as a safety supervisor compliance with OSHA MSDS requirements.
- Provide solutions for ADA accessibility issues.
- Annual assessment of buildings to identify short and long term maintenance issues.
- Present monthly written and verbal maintenance report to Board of County Commissioners.
- Receives and responds to calls from County entities.
- Abide by County Personnel Policy.
- Perform all other duties as assigned or needed.

SPECIFIC KNOWLEDGE, SKILLS, LICENSES, CERTIFICATIONS, ABILITIES ETC:

1. Requires a high school diploma/GED and completion of a craft apprenticeship, or an equivalent number of years of education and production maintenance experience.
2. An AA degree in mechanical, electrical, or industrial maintenance a plus.
3. 4+ years of manufacturing experience; strong hydraulic, pneumatic, mechanical and industrial skills with some experience and HVAC.
4. Must be highly motivated and able to work independently.
5. Experience with building construction and maintenance.
6. General knowledge of plumbing, electrical, and heating systems.
7. General knowledge of building controls –Pneumatic-Electric-Electronic
8. Willingness to acquire and maintain necessary qualifications & Certifications
9. Understands building maintenance and is able to identify potential problems and take a proactive approach to repairs.
10. Knowledge of custodial and cleaning needs of public buildings and the ability to oversee a custodial staff.
11. Understands grounds maintenance, irrigation systems, landscaping, and snow removal needs.
12. Has the ability to maintain records, work with budgets and to prepare and submit reports
13. Ability to read blue prints, evaluate and compare bids, write specifications & minimums for contracted work, oversee contractors and projects, and organize and prioritize building needs.
14. Ability to maintain composure under stress.
15. Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse

cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

PHYSICAL REQUIREMENTS:

1. Must be able to lift and move objects up to 75 pounds consistently with heavier weight necessary at times.
2. While performing the duties of this job the employee is constantly required to drive a vehicle. The employee is frequently required to stand, walk, sit, talk, hear, reach with hands and arms, use hands to finger, handle or feel objects, write, read and keyboard. Occasionally the employee must smell, climb or balance, stoop, kneel, crouch or crawl, and climb up or down stairs. Employee may also be required to perform tactical type activities during critical incidents.
3. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

REQUIREMENT FOR EMPLOYMENT

- Possession of a valid Wyoming Driver's License with a suitable driver's history
- Pass a background check (including fingerprints)

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