

Building Maintenance Supervisor

Dept/Div: *Maintenance*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult skilled technical work supervising building maintenance crew responsible for maintaining County facilities; managing day-to-day administrative functions of the Division, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Director/County Engineer. Divisional supervision is exercised over those assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Develops County building maintenance services program; supervises maintenance staff in completion of tasks including carpentry work, plumbing, heating, air conditioning, ventilation, mechanical and structural upkeep of all County buildings.
- Coordinates and inspects work done by outside contractors to perform concrete, masonry, carpentry, electrical, floor covering, locksmith, plumbing, heating, air conditioning, and painting work; manages budgets and payments on multi-discipline projects.
- Establishes daily work schedules for department staff.
- Operates, inspects and repairs boilers, emergency generators and other equipment; operates climate control systems; keeps logs of equipment maintenance and repairs.
- Operates, maintains and services building security systems, including automated access control devices.
- Orders and maintains inventories of tools, equipment and supplies.
- Assists the county engineer in the preparation of the department budget.
- Analyzes and resolves work problems; assists workers in solving problems.
- Establishes safety procedures for department in cooperation with the County safety officer, and trains staff.
- Performs hiring process for department employees, trains and motivates staff, assigns tasks, and completes performance evaluations on employees.
- Approves timesheets, time off, overtime and other department scheduling events.
- Repairs and inspects electrical, air conditioning, heating, ventilations, plumbing, pneumatic controls, fires alarms, and other miscellaneous equipment.
- Provides oversight and guidance for County property grounds keeping; develops County custodial services program.
- Work with Sentence-to-Serve Crew Leader and provide limited direction as needed.

Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of maintenance manuals; thorough knowledge of mechanical diagrams and blue prints; general knowledge of OSHA mandated safety procedures; general knowledge of time sheets, attendance, records, performance reviews; thorough knowledge of budget preparation; ability to operate standard office equipment, vacuum, snow blower, leaf blower, drill, sawzall, floor scrubber, burnisher, electric lift; knowledge of standard office software; thorough knowledge of HVAC control program; ability to make arithmetic computations. Ability to develop and maintain effective working relationship with the Public Works Director/County Engineer, peers, subordinates, and other county staff and members of the public.

Education and Experience

Associate/Technical degree in management and supervision, finance, carpentry, plumbing & heating, mechanics or related coursework and moderate experience with HVAC systems, or equivalent combination of education and experience.

Building Maintenance Supervisor

Dept/Div: *Maintenance*

FLSA Status: *Exempt*

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires walking and using hands to finger, handle or feel, frequently requires standing, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting and tasting or smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Minnesota Boilers License

Boiler Training

Electrical, Plumbing and HVAC Training

Background check including fingerprinting

Valid driver's license in the State of Minnesota.