

## BUILDING MAINTENANCE SUPERVISOR

### **General Definition of Work:**

Performs difficult skilled technical and administrative work in the maintenance and repair of county buildings and related equipment. Work is performed under the general supervision of the Infrastructure and Asset Management Director. Supervision is exercised over building maintenance staff.

### **Essential Functions/Typical Tasks:**

**Planning, directing, supervising and participating in building repair and maintenance; securing maintenance and repair supplies and equipment; preparing and maintaining appropriate records and files.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Responsible for supervising, training, and evaluating staff and has substantial influence in hiring and other employment decisions.
- Receives, processes and computerizes work order requests; prepares requisitions and purchase orders.
- Schedules the installation, maintenance and repair activities and services; ensures appropriate and adequate equipment, supplies and staff are available.
- Inspects County building to identify and determine need for maintenance, replacement or repair.
- Plans, supervises and participates in building maintenance and repair work including plumbing, carpentry, HVAC and electrical work.
- Trains new employees on procedures, building locations, alarm systems and computer operations.
- Requisitions necessary parts, materials, supplies and equipment.
- Checks work of crews and personnel for compliance with instructions.
- Establishes appropriate safety practices for personnel in public buildings and personnel under supervision at work sites.
- Maintains schedules, work records and time cards.
- Prepares annual budget for division and monitors expenditures.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of the methods, materials, tools and equipment used in building maintenance and repair; thorough knowledge of hazards and safety precautions associated with type of work assigned; thorough knowledge of applicable codes, pertinent inspection and safety requirements; skill in the use of hand and power tools of the trade; ability to recognize and diagnose problems; ability to make time and materials estimates; ability to follow oral and written instructions; ability to plan and supervise the work of others; ability to work from sketches, blueprints and drawings; ability to maintain records; ability to establish and maintain effective working relationships with associates.

### **Education and Experience:**

Requires graduation from an accredited community college with major course work in the building trades or related field and extensive experience in building and grounds maintenance and repair including some supervisory experience. An equivalent combination of education and experience may be considered.

### **Physical Requirements:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, pushing, pulling, lifting, and grasping; 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; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions.

### **Special Requirements:**

Possession of a commercial driver's license valid in the State of North Carolina. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy.