

LINN COUNTY CLASSIFICATION

TITLE: BUILDING MAINTENANCE SUPERVISOR

NUMBER: 813

APPROVAL ORDER

PAY RANGE: 15

NUMBER: 2000-018

CATEGORY: MANAGEMENT/EXEMPT

DATE: January 26, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Schedule and supervise maintenance, repair and groundskeeping services; perform skilled maintenance and repair work on buildings, electrical systems, plumbing, boilers, furnaces and water heaters; performs skilled carpentry work including partitions, bookcases, cabinets and counters.

SUPERVISION RECEIVED: Works under the direction of the General Services Director who assigns duties, monitors repair activities and assists in setting priorities or resolving difficult problems.

SUPERVISION EXERCISED: Exercises supervision over building maintenance staff and groundskeeper; participates in the selection of new personnel; assigns duties, provides training, schedules leaves of absence, resolves grievances, evaluates performance and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Confer with Director in planning work program; assess, prioritize, and assign work projects on county facilities and grounds to the maintenance staff and the groundskeeper.
2. Provide assistance to other general service programs as required.
3. Evaluate work performance of the maintenance and the groundskeeping staff.
4. Confer with elected officials and department heads concerning requested facility work and requirements.
5. Assist the Director in developing the work program budget.
6. Assign and perform facility maintenance and repairs including, but not limited to electrical, plumbing, HVAC systems and roof.
7. Arrange for mechanical contractor to make repairs when necessary and provide assistance as required.
8. Order and maintain a supply of stock items for the maintenance, repair and operation of facilities and grounds.
9. Maintain health-life-safety systems of facilities and equipment.

10. Prepare and implement preventative maintenance schedules of the health-life-safety systems and heating, ventilation and air conditioning systems.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

13. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable):

KNOWLEDGE, SKILL AND ABILITY: Reasonable knowledge of the maintenance and repair of electrical, plumbing, heating and cooling systems. Knowledge of tools necessary to make repairs. Knowledge of carpentry methods and practices. Knowledge of safety procedures. Skill in the use and care of equipment and tools.

Ability to assess problems with electrical, plumbing, heating and cooling systems. Ability to make necessary corrections to resolve problems. Communicate effectively in oral and written form. Ability to work independently with minimal supervision. Ability to provide supervision to subordinate staff. Meet and deal courteously and effectively with other employees, department heads, outside agency personnel and the public. Ability to determine time and material for a given project.

EXPERIENCE, EDUCATION AND TRAINING: Five years of progressively responsible experience in building maintenance with experience in electrical and plumbing maintenance repair, preferably including two years in a supervisory capacity; and experience in the maintenance and repair of heating and cooling systems. Graduation from a senior high school or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a Limited Maintenance Electrician License at time of appointment is desirable. Possession of a valid motor vehicle operator's license and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed both indoors and outside and is physically demanding. Requirements include the ability to see, talk and hear; sit, stand and walk; bend, stoop and kneel; push and pull; use hands to handle or operate objects, tools or controls; reach with hands and arms. The work requires the ability to lift or move sixty (60) pounds. Work is performed in an environment that involves everyday risks or discomforts requiring safety precautions.