



Building and Maintenance Supervisor

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

WHAT WE ARE LOOKING FOR

We are looking for a dynamic Maintenance Supervisor who can effectively lead by example in a hands-on, working supervisor capacity. This individual will oversee and coordinate maintenance and custodial activities, ensuring the proper functioning, safety, and security of Jefferson County facilities and systems.

WHAT YOU WILL DO

The Maintenance Supervisor manages staff, develops, and implements maintenance programs, and works collaboratively with the County's departments and external vendors.

SOME ESSENTIAL RESPONSIBILITIES

You will be successful in this role by completing the following tasks and responsibilities:

- Manages and provides leadership to maintenance and custodial staff including providing training, assigning work, establishing, and evaluating measurable goals and objectives, and recommending policy and procedural changes.
- Schedules and maintains work order software for building maintenance equipment.
- Conducts repairs and preventative maintenance and manages BAS systems schedules County-wide.
- Develops scope of work for building repairs while working with vendors to ensure project completion.
- Monitors building maintenance systems, such as heating, cooling, swipe card, security, and fire detection systems.
- Ensures proper configuration and functionality of electronic systems.

Requirements:

- High school diploma or equivalent
- Five years of experience in building and maintenance or a related field.
- Two years of proven leadership or supervisory experience.

Preferred Requirements:

- Associate degree or equivalent from two-year college or technical school in facilities management, building maintenance, or related field.
- More than five years of experience in building maintenance, including experience with Business Automation Systems (BAS) and Computerized Maintenance Management Systems (CMMS)
- More than two years of direct, proven supervisory experience and developing/managing teams.

Other Requirements – Certificates/Licensures

- Valid Drivers' License.
- Refrigeration and boiler certificates preferred.
- Certification in facilities management (e.g., Certified Facility Manager - CFM) is a plus.

Wage & Benefits

The starting hourly wage range is \$36.41 - \$40.62 per hour depending on qualifications.

Full range extends to \$46.87/hour.

Benefit Highlights

- *2 weeks paid vacation* Health insurance* Health insurance Opt Out Plan * Dental & Vision insurance*
- * Life insurance* Wisconsin Retirement System* Health Savings Account * Deferred Compensation Program*
- *Group Life insurance *

Jefferson County offers an excellent, comprehensive benefits package. [Click Here for 2024 Jefferson County Benefits](#)

Employees at Jefferson County Value

- *Competitive Pay* Excellent Benefits* Great Coworkers* Flexibility* Advancement & Opportunity* Family Feel*

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at www.jeffersoncountywi.gov

Jefferson County is an Equal Opportunity Employer