

**Jefferson County  
Position Description**

<b>Name:</b>	<b>Department:</b> Central Services
<b>Position Title:</b> Building and Maintenance Supervisor	
<b>Division:</b> Health & Human Services	
<b>Pay Grade:</b> 11	<b>FLSA:</b> Exempt
<b>Date:</b> May 2024	<b>Reports To:</b> Facilities Director

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**Purpose of Position**

The purpose of the Maintenance Supervisor is to oversee and coordinate maintenance and custodial activities, ensuring the proper functioning, safety, and security of County facilities and systems. The Maintenance Supervisor manages staff, develops, and implements maintenance programs, and works collaboratively with County departments and external vendors.

**Essential Duties and Responsibilities. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 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 maintenance systems.
- Collaborates with County staff to identify and address buildings and equipment issues during inspections.
- Documents annual deficiencies and proposes corrective actions to ensure timely repairs, thereby maintaining the safety of the building users and occupants.
- Coordinates with applicable departments and resources emergency evacuation plans and oversees security and life safety maintenance.
- Under the direction of the Facilities Director, prepares and monitors annual budgets and five-year capital plan.
- Evaluates and prioritizes building projects to ensure preventative repair and replacement programs are maintained.
- Manages and maintains vehicles and exterior equipment.
- Performs payroll tasks, such as reviewing staff time and staff annual reviews.
- Maintains accurate supplies to include working with vendors for product ordering
- Establishes and enforces safety training procedures.
- Reads, assists, and maintains building plans and blueprints for the facilities.
- Monitors permits to operate ensuring they are active and in place.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures.

- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

**Additional Tasks and Responsibilities. While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Assists with administrative tasks such as filing, record-keeping, and report generation.
- Supports procurement processes by researching and recommending new suppliers or vendors.
- Assists in setting up and tearing down for County events, meetings, or functions.
- Monitors and manages inventory of maintenance supplies, tools, and equipment.
- Conducts periodic inventory audits and ensures proper storage and organization of supplies.
- Participates in community outreach programs related to maintenance and facilities management.
- Represents the County at industry conferences, workshops, or seminars as needed.

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

- 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 Training and Experience Required to Perform Essential Job Functions**

- Associates degree or equivalent from two-year college or technical school in facilities management, building maintenance, or a 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.

#### **Knowledge, Skills, Abilities**

- Extensive knowledge of building maintenance systems, including HVAC, electrical, plumbing, and security systems.
- Proficiency with BAS (Building Automation Systems) and CMMS (Computerized Maintenance Management Systems).
- Understanding of preventative maintenance and repair procedures.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

- Proficient in interpreting technical instructions in mathematical or diagram form and dealing with several abstract and concrete variables.
- Strong written communication skills, including the ability to write reports, business correspondence, and procedure manuals.
- Effective verbal communication skills for speaking before groups of customers or employees of the organization.
- Proficient in working with mathematical concepts such as probability, statistical inference, and fundamentals of geometry and trigonometry.
- Ability to apply mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Proven ability to supervise, train, and evaluate staff.
- Skill in managing projects, including developing scopes of work, scheduling, and coordinating with vendors.
- Ability to set and achieve measurable goals and objectives.
- Knowledge of safety regulations and protocols.
- Ability to develop and enforce safety training procedures.
- Understanding of HIPAA policies and procedures, if applicable.
- Experience in preparing and monitoring annual budgets and capital plans.
- Ability to evaluate and prioritize building projects based on cost-effectiveness and urgency.
- Strong organizational skills to manage multiple tasks and projects simultaneously.
- Ability to maintain accurate records and documentation.
- Strong critical thinking and problem-solving abilities to address maintenance issues effectively.
- Ability to develop corrective actions and implement solutions promptly.
- Ability to work collaboratively with County staff, vendors, and other stakeholders.
- Ability to handle disciplinary actions and employee evaluations with professionalism and fairness.
- Capability to perform physical tasks such as lifting, climbing, and operating maintenance equipment.
- Ability to work in various environmental conditions, including exposure to loud noises and outdoor weather.
- Familiarity with using work order software and other maintenance-related technology.
- Ability to read and interpret building plans and blueprints.
- Ability to carry out one's duties reliably and predictably.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

### **Supervision**

Supervises maintenance and custodial staff, including conducting disciplinary actions, managing the hiring process, preparing, and delivering performance reviews, and conducting employee evaluations.

### **Physical Demands**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job.**

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.**

While performing the duties of this position, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment**

**The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.**

While performing the duties of this position, the employee is frequently exposed to moving mechanical parts, high, precarious places, fumes, or airborne particles, outside weather conditions, risk of electrical shock, and vibration. The noise level in the work environment is usually loud. The employee may occasionally work in tight or confined spaces. Safety protocols and personal protective equipment (PPE) are essential to minimize risk.

*Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.**

**Employee**

**Date**

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**Supervisor**

**Date**

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