Building Maintenance Supervisor

MT/1 Maintenance

JOB SUMMARY

This position supervises and participates in the maintenance of county buildings and grounds.

MAJOR DUTIES

- Inspects the Courthouse complex and CSB buildings and grounds for safety hazards, maintenance or repair needs. Responsible to monitor all building contracted services for service compliance, including janitorial.
- Completes minor repairs and coordinates the major repair of plumbing, electrical, HVAC, and other building systems.
- Removes snow and ice from parking lots and sidewalks.
- Operates and maintains boiler equipment.
- Gathers recyclable materials and transports to recycling center.
- Checks roofs for damage and leaks. Makes minor roof repairs.
- Performs grounds maintenance; operates mowing equipment, leaf blowers, etc.
- Coordinates elevator and fire inspections.
- Performs other building related duties, and ensuring regular public restroom cleaning, as needed.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the practices, processes, materials, and equipment used in the maintenance, repair construction and improvement of public buildings and grounds.
- Knowledge of plumbing, electrical, mechanical, and HVAC system maintenance and repair principles.
- Knowledge of relevant building codes.
- Knowledge of county and department policies and procedures.

- Knowledge of safe work principles.
- Skill in problem solving.
- Skill in the operation of hand and power tools.
- Skill in the operation of grounds maintenance equipment.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Board of Supervisors assigns work in terms of general instructions. The board designated supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include building codes and department and county policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory and maintenance duties. The variety of systems to be maintained contributes to the complexity of the position.
- The purpose of this position is to supervise and participate in the maintenance of buildings, grounds, and facilities. Successful performance ensures the provision of safe and well-maintained facilities.

CONTACTS

- Contacts are typically with coworkers, other county employees, vendors, contractors, and members of the general public.
- Contacts are typically to exchange information, resolve problems, motivate persons, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed intermittently sitting, standing, stooping, walking, bending, or crouching. The employees frequently lift light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically performed in county buildings and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Building and Grounds Maintenance Work.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to a high school diploma.

- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.

- Possession of or ability to readily obtain a valid driver's license issued by the State of Iowa for the type of vehicle or equipment operated.

- Possession of or ability to readily obtain Boiler Operator 1 and 2 certifications.