

PICKAWAY COUNTY BOARD OF COMMISSIONERS

POSITION DESCRIPTION
An Equal Opportunity Employer

POSITION TITLE: Maintenance Supervisor

DIVISION: Maintenance Department

CIVIL SERVICE STATUS: Unclassified per ORC 124.11(A)(8), FLSA non-exempt

EMPLOYMENT STATUS: Full time

REPORTS TO: County Administrator

CRITICAL CHARACTERISTICS:

- Patient
- Pleasant
- Efficient
- Accurate
- Ability to manage multiple tasks simultaneously
- Demonstrates regular and predictable attendance

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- Supervises the maintenance department of Pickaway County and assigns tasks to maintenance staff, jail inmate workers and/or other non-county employee program workers in the maintenance department on a regular basis.
- Approves timesheets and leave forms for workers in the maintenance and custodial department.
- Solicits bids and quotes for County projects as requested by the County Commissioners and / or County Administrator.
- Identifies potential projects, compiles materials lists / costs and submit those proposals to the County Administrator as requested.
- Works with contractors to ensure completeness and accuracy of County projects.
- Writes reports concerning ongoing projects for review by the County Administrator.
- Performs Maintenance and Custodial employee reviews.
- Utilizes web based programs for the purpose of maintaining the County's HVAC system.
- Performs skilled and semi-skilled maintenance, replacement, minor installation and repair of plumbing equipment (e.g., water and steam lines, sewer pipes, trap fittings, plumbing fixtures, pumps, regulators, valves, faucets, toilets, sinks, bathtubs, heating and air conditioning, piping , drinking fountains).

- Performs general grounds keeping duties, including but not limited to installing and maintaining landscape materials, blowing and raking leaves, mowing lawns, edging walkways, removing weeds, pruning shrubbery and trees, watering and fertilizing lawns, removing debris and trash, and applying herbicides, fungicides and pesticides.
- Performs skilled and semi-skilled maintenance, replacement, minor installation and repair of electrical equipment (e.g., light fixtures, electrical outlets, switches, motors, appliances, electrical circuits, emergency generators)
- Performs carpentry work involving skilled and semi-skilled maintenance, alteration and/or repair to buildings, equipment and wooden structures (e.g., doors, windows, walls, woodwork, floors, partitions, stairways, furniture, door closers), performs spot roof repair and installs locks and window air conditioners.
- Assists in painting and/or performs minor painting of fixtures, rooms, buildings, signs and equipment; patches plaster and prepares surfaces for painting; assists with masonry work.
- Operates machine tools and other related equipment; assists in repair and maintenance of interior and exterior maintenance equipment; performs minor vehicle repairs and maintenance (e.g., checks/changes oil and filter, checks transmission fluid, tire air pressure),
- Performs interior custodial duties; performs exterior grounds keeping duties; removes snow and ice from sidewalks and parking lots.
- Performs routine building maintenance work as required, including but not limited to replacing and/or repairing light fixtures and bulbs or ballasts; hanging pictures, peg boards; repairing, modifying and/or assembling office furniture, etc.
- Moves furniture upon request.
- Delivers goods and supplies to various departments as requested.
- Performs related work as assigned.

POSITIONS SUPERVISED:

- Maintenance Worker I
- Maintenance Worker II
- Custodial Supervisor

QUALIFICATIONS:

High School Diploma or GED and any combination of education, training, and experience which provides the necessary skills, knowledge, and abilities to perform the work of this job. HVAC knowledge or training is preferred. Other requirements include:

- Must be an accomplished operator of personal computers, copiers, calculators and other standard office equipment.
- Must be proficient with Microsoft Office software including Word and Excel.

- Must become familiar with departmental policies and procedures, office practices and procedures, county personnel practices and procedures, governmental structure and process, Civil Service laws, rules and regulations.
- Have the ability to communicate effectively, develop and maintain effective working relationships with associates, supervisors, officials and the general public, exercise sound judgment, maintain accurate records, interpret general instruction, and prepare meaningful, concise and accurate reports.
- Have ability and commitment to work with the public.
- Have knowledge of basic methods, techniques and tools used in building and grounds maintenance.
- Understand and have knowledge of applicable safety regulations and precautions
- Have knowledge of basic carpentry, plumbing, electrical and HVAC maintenance techniques.
- Must be able to work independently.
- Must be able to estimate necessary materials and supplies with a reasonable degree of accuracy.

COMPUTER/TECHNOLOGY /SOFTWARE SKILLS:

The following is the common technology used in this position and is not all inclusive.

Microsoft Word, Microsoft Excel, intranet, electronic resources, internet, other miscellaneous County related software applications

EQUIPMENT OPERATED

Copiers, digital scanning devices, personal computer and peripheral devices, calculator, telephone, fax, and equipment, materials and specialty items used in County building maintenance operations (e.g. miscellaneous power tools, lawn and other small tractors, and other gas powered devices).

ADDITIONAL WORKING CONDITIONS/ PHYSICAL DEMANDS

- 24/7 on-call responsibility.
- Evening/weekend assignments may be required.
- May be required to report for disasters, emergencies, drills, exercises or other critical events.
- Travel within the County and to neighboring counties may be required.
- May be required to drive in inclement weather.
- May require working in adverse weather condition for long periods of time (over one hour). Conditions include, but are not limited to temperatures below 32 degrees, temperatures exceeding 100 degrees, rain, snow and ice
- May be exposed to noise, vibration, physical hazards, oil, fumes, odors, dusts, mists, gases or poor ventilation.

- May require working in rough terrain, climb ladders / steps, and working in confined spaces.
- Requires physical ability for lifting weight up to seventy-five (75) pounds; ability to work for extended periods of time.
- Protective clothing such as gloves and boots may be required.

LICENSURE OR CERTIFICATION REQUIREMENTS

- Valid Ohio Driver's License
- Insurability under the County's Motor Vehicle Policy.

Maintenance Supervisor - Commissioners Office

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Approval of Appointing Authority

____/____/____
Date

Employee Signature

____/____/____
Date

Date Adopted:

Date Revised: