

JOB TITLE: Maintenance Supervisor

MT/2

DEPARTMENT: Maintenance, Rutherford County

JOB SUMMARY: This position is responsible for planning, coordinating, and supervising building and grounds maintenance activities for the county.

MAJOR DUTIES:

- o Plans, coordinates, and monitors the work of employees engaged in building and grounds maintenance, including roofing, painting, flooring, ceilings, plumbing, heating and air conditioning, doors and locks, security, and parking lot maintenance.
- o Develops work schedules and assigns duties.
- o Counsels and disciplines employees; prepares performance evaluations and assists with the resolution of grievances and the initiation of disciplinary actions.
- o Assists with the establishment and dissemination of work rules, policies, performance standards, safety practices, programs, and objectives for assigned personnel.
- o Investigates complaints and responds to service requests from local citizens and other county departments.
- o Determines materials and supplies needed to perform division duties; prepares purchase orders as necessary.
- o Recommends staffing, equipment, and supply needs.
- o Screens work orders to determine priorities.
- o Estimates time required to complete work orders; determines if orders should be done by county staff or contractor.
- o Inspects work to ensure compliance with instructions, plans and work orders.
- o Performs plumbing, electrical, heating and air conditioning, carpentry, and grounds maintenance duties.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of carpentry, plumbing, electrical, locksmith, heating, and air conditioning maintenance and repair methods and techniques.

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- o Knowledge of supervisory techniques.
- o Knowledge of county and department policies and procedures.
- o Skill in planning, organizing, and prioritizing work.
- o Skill in problem solving and decision making.
- o Skill in dealing with the public and interpersonal relations.
- o Skill in operating a computer and calculator.
- o Skill in using various hand and power tools.
- o Skill in operating various grounds maintenance equipment.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Maintenance Director assigns work in terms of very general instructions. Work is spot-checked in progress and reviewed upon completion for compliance with established procedures, and the nature and propriety of results.

**GUIDELINES:** Guidelines include county ordinances, department policies and procedures, and state building codes. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of varied duties in performing and supervising building and grounds maintenance activities. The number of duties performed contributes to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to plan, coordinate, supervise, and perform building and grounds maintenance for the county. Successful performance helps ensure a safe, clean environment for county operations.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other county employees, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, provide services, and motivate personnel.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, climbs

ladders, uses tools requiring a high degree of dexterity, and must distinguish between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in an office and outdoors. The employee is exposed to noise, dust, dirt, grease, contagious or infectious diseases, irritating chemicals, and inclement weather. The work requires the use of protective devices such as gloves and safety shoes.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Senior Maintenance Technician (2), Maintenance Technician (3), Maintenance Worker (1), and Custodian (4).

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o 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.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- o Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.
- o Possession of or ability to readily obtain a valid state HVAC license.
- o Possession of or ability to readily obtain a state-certified Commercial Pesticide Applicator's License.