

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

CHIEF MAINTENANCE SUPERVISOR

JOB GRADE: 13

JOB CODE: 530

Department: Maintenance
Reports To: County Commission Chairman
Date: August 2015
FLSA: Non-Exempt
DOT Ref: 891.137-010

JOB DESCRIPTION

Plans, organizes, and assigns work associated with the cleaning, maintenance and repair of county buildings and facilities. Assist subordinates as needed with maintenance activities. Check on complaints to determine what the problem is and offer solutions. Assign maintenance personnel to tasks and projects, provides information and direction on how to complete assignments and inspects work for quality and timelines. Keep records on repairs and preventative maintenance on equipment systems and buildings. Requirements of this job include responding to bona fide emergency situations outside of normal work hours as required.

ESSENTIAL JOB FUNCTIONS

- A. Determine work assignments and priorities and assure that assignments are completed in a timely and accurate manner:
1. Schedule work for building maintenance personnel.
 2. Assist in the performance of maintenance as needed.
 3. Monitor and evaluate the performance of subordinate personnel.
 4. Take calls and plans work to respond to these calls.
 5. Service HVAC systems.
 6. Remodel and build county buildings and direct others in these activities.
 7. Service all generators, chillers, HVAC units, and boilers.
 8. Service all lawn mowers and lawn equipment.
- B. Provide administrative back-up for the maintenance of County buildings and grounds:
1. Order necessary parts, supplies, tools, and equipment needed to maintain all Marshall County agencies.
 2. Keep time and attendance records for all employees in the Maintenance Department.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of type of construction of county buildings and systems used in buildings.
- Knowledge of plumbing, heating, cooling and electrical systems.
- Knowledge of building electrical systems.
- Knowledge of materials and equipment necessary for maintaining systems in county facilities.

KNOWLEDGE, SKILLS AND ABILITIES (Continued)

- Knowledge of safety rules, including accident causation and prevention.
- Knowledge of county and departmental policies, procedures, regulations and rules.
- Ability to write and complete work order forms and equipment performance reports.
- Ability to communicate orally with subordinates, co-workers, supervisor, and contractors.
- Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner.
- Skill in plumbing operations.
- Skill in understanding mechanical reports, blueprints, and wiring diagrams.
- Skill in electrical work sufficient to install and repair various wiring configurations.
- Skill in concrete finishing and repair.

MINIMUM QUALIFICATIONS

- Two-year technical school degree with coursework in a maintenance related field plus five (5) years of experience in building maintenance which included plumbing, electrical, carpentry, HVAC, and painting or an equivalent combination of education and experience.
- Supervisory experience preferred.
- Certification in HVAC servicing and maintenance.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.