

MARSHALL COUNTY, ALABAMA

Job Description

CHIEF MAINTENANCE SUPERVISOR

Department: Maintenance/Gville Courthouse **Job Code:** 530
Pay Grade: 111 **FLSA Status:** Non-Exempt
Reports To: County Commission Chairman

JOB SUMMARY

The Chief Maintenance Supervisor plans, organizes, and assigns work associated with the cleaning, maintenance, and repair of county buildings and facilities. Assists subordinates as needed with maintenance activities. Checks on complaints to determine problem and offer solutions. Assigns maintenance personnel to tasks and projects, provides information and direction on how to complete assignments, and inspects work for quality and timelines. Keeps records on repairs and preventative maintenance on equipment systems and buildings. Responds to bona fide emergency situations outside of normal work hours as required.

ESSENTIAL JOB FUNCTIONS

- Determines work assignments and priorities and assures that assignments are completed in a timely and accurate manner.
- Schedules work for building maintenance personnel.
- Assists in the performance of maintenance as needed.
- Monitors and evaluates the performance of subordinate personnel.
- Takes calls and plans work to respond to these calls.
- Services HVAC systems.
- Remodels and builds County buildings and directs others in these activities.
- Writes specifications for building projects.
- Services all generators, chillers, HVAC units, and boilers.
- Services all lawn mowers and lawn equipment.
- Monitors fuel station and fuel tanks.
- Provides administrative back-up for the maintenance of County buildings and grounds.
- Prices and orders necessary parts, supplies, tools, and equipment needed to maintain all Marshall County agencies.
- Maintains inventory of supplies.
- Keeps time and attendance records for all employees in the Maintenance Department.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate's degree in a maintenance related field and 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.

Licenses or Certifications:

- Certification in HVAC servicing and maintenance preferred.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.
- Must possess a *Universal Refrigeration Technician Certificate*. Individuals hired without this certificate must obtain it within 90 days following hire date.

Special Requirements:

- None

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 of safety rules, including accident causation and prevention.
- Knowledge of County and departmental policies, procedures, regulations, and rules.
- 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.
- 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.

PHYSICAL DEMANDS

The work is very heavy and requires exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force to move objects. Additionally, the following additional physical abilities are required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing at normal speaking levels, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking at a level to convey information, standing, stooping, talking at a level to exchange ideas, shouting to be heard, visual acuity to the level of inspecting small parts, and walking. Visual acuity at a level to determine accuracy and thoroughness of work assigned, and at a level to operate motor vehicles with or without correction. Body movement or mobility to be able to move about on all types of construction sites and different terrain. Stamina to withstand adverse weather conditions such as heat and cold when performing outdoor maintenance.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs. Indoor work is performed in a relatively safe, secure, and stable office environment. Outdoor work requires traveling between locations. Work may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, and temperature extremes.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.