

JOB DESCRIPTION
Essex County, VA

Job Title	Maintenance Supervisor
Department	Facilities Management
Category	Full Time
FSLA	Exempt
Pay Grade	
Report to:	Director of Facilities
Supervises:	Custodians, directs Grounds Supervisor and Maintenance Assistant during the winter months to help with building maintenance

JOB SUMMARY/PURPOSE

This position performs experienced technical, trades and electrical work involving the general maintenance, repair of County buildings, including necessary electrical, carpentry, plumbing, HVAC, and painting work. This position plans, schedules, and leads work of others including vendors related to building maintenance, repair and construction projects; coordinates and oversees contractors as needed. This position is responsible for the management of custodial services for County Buildings using in-house staff and outside contractors as needed. The Maintenance Supervisor is responsible for building maintenance programs and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Serves as in-house electrician and expert for building maintenance and repairs, coordinates with electric company as needed;
- Performs HVAC, electrical, plumbing, and general maintenance related repairs on County buildings;
- Coordinates and performs routine maintenance on all County HVAC systems, boiler systems, fire alarms, electric/lighting systems and generators;
- Manages and oversees vendors/contractors on building maintenance, installation, construction and repairs;
- Coordinates with all departments and co-workers any repairs or maintenance that cannot be done during regular working days and schedules it as necessary to be completed;
- Acquires necessary permits for work to be done to ensure work is completed in accordance with local County codes;
- Responds to emergency, after hours calls;
- Assists the Facilities Director in the development and administration of the building maintenance Budget and future capital projects budgets;
- Determines the necessary supplies, materials, tools, and equipment and arranges for purchase through Office Associate;

- Investigates all calls for building maintenance and unsafe conditions to determine appropriate action and scheduling;
- Manages custodial program: personnel, scheduling, and ordering supplies; Monitor and evaluate the work performance of assigned personnel;
- Assists Grounds Supervisor as needed with grounds maintenance, including mowing, snow & ice removal;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictate;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with trends in building maintenance and to maintain electrical certification;
- Consistent on-site/field work and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- High school diploma supplemented electrician certification and over three years of experience in the electrical trades with some experience with plumbing, HVAC and carpentry; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Licenses or Certificates:

- Valid Virginia driver's license and have a good driving record;
- Master Electrician Certification
- Additional certifications in plumbing and/or HVAC preferred

Knowledge, Skills and Abilities:

- Thorough knowledge of the provisions of the national and local electrical codes;
- Knowledge of connecting, wiring, and devices used in the conduction of electricity;
- Knowledge of the safe and effective use of hand and power tools and other equipment of the electrical trade;
- Knowledge of basic HVAC systems, plumbing repairs and carpentry;
- Knowledge of standard custodial operation;
- Skills in diagnosing and correcting electrical power and lighting failures;
- Skills in reading wiring diagrams and schematics;
- Skill in basic computer operations and internet research;
- Ability to respond to building emergencies and determine the problem and possible solutions;
- Ability to plan and organize building maintenance and repairs and custodial services and to prioritize projects;
- Ability to exercise direction and good judgment in applying and interpreting departmental policies and procedures;

- Ability to research projects, review technical specification of equipment to determine the most effective solution;
- Ability to maintain effective working relationships with colleagues, employees, contractors and representatives of public agencies;
- Ability to follow oral and written instructions.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places		X		
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles		X		
Work near moving mechanical parts			X	
Risk of electrical shock			X	
Vibration	X			
Equipment Used – Computers, office equipment, Electrical testers, HVAC gauges and tester, plumbing augers, hand tools & measuring tools		X	X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting		X		
Talking & Hearing			X	
Using hands/fingers to handle/feel				X
Climbing or balancing			X	
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms			X	
Smelling		X		
Bending, pulling, pushing			X	
Other-Driving			X	
Other-Heating & Air & Electrical Systems			X	
Moving Furniture, Salt Bags		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)			X	
Very Loud (jack hammer work)		X		

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).

