

Richland County Government Center

Position Description

Name:	Pay Grade: 18, CH wage scale
Position Title: Maintenance Supervisor	Flsa: non-exempt
Date: December 2015	Hours/Week: 35
Department: Courthouse Maintenance	Reports to: Property, Building and Grounds Committee

Purpose of Position

The Courthouse Maintenance Supervisor is responsible for the planning, Supervising and performing of maintenance and housekeeping tasks at the Richland County Government Center (Courthouse/Jail/Administration Building). Responsible for any building issues that may occur at any hour of the day or week.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Plans and monitors work of the maintenance department personnel, including prioritizing tasks, assigning/scheduling work, training staff, evaluating work and documenting work done. Recommends the hiring, discipline and discharge of department employees.
- Supervises and performs proper maintenance and cleaning of flooring, windows, doors, walls (inside and outside), office furniture and break room.
- Supervises and performs painting, snow and ice removal, lawn care, testing of emergency generator, filling of vending machines, brewing of coffee. Responsible for upkeep of U.S. flag.
- Develops and implements preventive/predictive maintenance program.
- Operates and maintains hot water boilers for heat and HVAC system including exhaust, air handling units and heat pumps. Supervises and performs all repairs to in-house electrical and plumbing issues.
- Programs and maintains the phone system for 12 departments within the building.
- Develops department's policies and procedures.
- Monitors inventory of repair parts. Orders inventory of products needed for housekeeping. Purchases supplies and repair parts. Prepares, presents and monitors department budget.

- Attends meetings of the Property, Building and Grounds committee, Department heads, Courthouse Security committee and others as needed.
- Supervises or performs maintenance on the facilities maintenance equipment.
- Manages and maintains the security/safety needs of the building. Rekeys locks and cuts new keys for personnel.
- Responsible for the delivery of mail to the departments and to the Post Office.
- Maintains and updates the material safety data sheets.
- Supervises the work of all outside vendors/contractors and the inspections needed to keep the building in compliance with all applicable codes.

Minimum training and experience required to perform essential job functions

An Associate degree with electro-mechanical and HVAC emphasis, 2 years of building maintenance experience, 2 years of supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must know three phase electrical, control systems (mechanical, electrical and pneumatic), plumbing. Should have working knowledge of computers and related software.

Physical and mental abilities required to perform essential job functions

Language ability and interpersonal communications

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well – established policies, procedures and standards.
- Ability to utilize descriptive data and information, such as regulations, blueprints, correspondence and general operating manuals.
- Ability to communicate with Oversight committee, County Board members, vendors, contractors, subordinates, inspectors, all other county departments, public and inmates.

Mathematical ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals.

Judgment and situational reasoning ability

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.

Physical requirements

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as drawing, data entry and assembling.
- Ability to operate equipment and machinery requiring adjustments. Ability to handle, load and unload, and move and guide material using simple tools.
- Ability to exert mildly physical effort in moderate to heavy work, including lifting carrying, pushing and pulling. Ability to handle, finger and feel. Ability to stoop, kneel, crouch, and crawl. Ability to climb and balance.
- Ability to recognize and identify harmonious or contrasting combinations of, as well as recognize individual characteristics of color, forms, sounds, tastes, odors, textures etc. associated with objects, materials and ingredients.

Environmental adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, close quarters, disease or dust, to work under slightly hazardous and uncomfortable conditions.

Richland County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employees Signature

Date
