

Maintenance Supervisor



General Summary of Classification:

Supervises Plant Maintenance Mechanics on an assigned work shift and performs maintenance, operation, and inspection of mechanical, electrical, plumbing, pneumatic and electronic equipment in County buildings; may serve as acting Maintenance Superintendent during absences of the Maintenance Superintendent; and performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Supervises Plant Maintenance Mechanics on an assigned shift; assists in preparing schedules, work guide sheets, time reports for payroll and other related reports; generates and assigns work orders, ensures work is completed satisfactorily and closes work orders; makes daily reports of activities; inspects mechanical and electrical systems daily;
- Coordinates all maintenance requests, which may be performed by outside contractors, or by Plant Maintenance Mechanics; checks and reviews reports from building systems, investigates and troubleshoots unusual conditions; verifies and checks life-safety equipment, such as smoke detectors, fire alarms and sprinkler systems, and intrusion alarms on prescribed schedule; tests emergency generator equipment and controls on prescribed schedule;
- Serves as a working supervisor testing, operating, maintaining, lubricating, adjusting, troubleshooting, repairing and/or replacing mechanical, electrical, plumbing, pneumatic, and electronic equipment and systems such as chillers, boilers, pumps of various types, air handling units, air compressors, air dryers, water heaters, etc. according to manufacturer's specs; performs all types of building maintenance as needed such as installing or assembling and making adjustments, repairs and/or replacements to buildings' doors, fixtures, hardware, office equipment, etc. as needed;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Sound working knowledge of the general maintenance of buildings; thorough working knowledge of building mechanical and electrical systems; and good working knowledge of refrigeration and communications systems.
- **Technical:** Sound computer skills with the demonstrated ability to proficiently use typical business software, proprietary systems, and applications to complete assigned tasks; sound knowledge of and ability to use test instruments such as volt-amp meter, water and air velocity meters and humidity-temperature recorders to complete assigned duties.
- **Communication, Customer Service and Interpersonal:** Good written and oral communication skills with the ability to keep accurate records and make written reports; ability to communicate clearly and accurately with all stakeholders using non-technical language to provide excellent customer service and accurately explain issues, changes or repairs to various systems; ability to develop and maintain good working relationships with all relevant stakeholders; and ability to effectively supervise maintenance personnel.
- **Decision-making, and Authority:** Ability to understand and follow complex oral and written instructions, and diagrams; ability to make sound decisions independently and act on own initiative, appropriately involving supervisor as needed; and excellent organization skills with the demonstrated ability to plan and execute assigned work effectively to successfully complete assigned tasks accurately and within established deadlines.
- **Leadership:** Supervisory.
- **Environment:** Works indoors and outdoors; may work in various locations based on assigned duties.
- **Physical:** Visual and hearing acuity sufficient to interact accurately with a diverse audience of stakeholders and perform assigned duties. Physical condition that will permit activities including, but not limited to, heavy lifting, pushing, stooping, climbing ladders and working under adverse temperature and/or weather conditions.

Minimum Education and Experience:

Education: Graduation from high school, preferably with courses and training in refrigeration, electricity, HVAC and mechanical equipment and controls;

Experience: Four (4) years of related work experience;

OR: Any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations Countywide
- May require valid CDL with endorsements and without restrictions
- May require a pre-employment physical examination and/or medical tests administered based on and appropriate to the specific sensory demands and/or physical hazards of the position

Required of All:

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.