

JOB DESCRIPTION

Job Title: Facilities Supervisor
Department: County Commission
Reports To: County Administrator

This job description is based on an evaluation of the position at the time this description was written. This job description will change from time to time as tasks, organization and technology change. Accordingly, the employer reserves the unlimited right to revise all or any part of this job description and the essential functions of the job and to add or eliminate essential functions of any position. Designation of any job duty as an “essential function” is not intended as an assurance or guarantee that an employee has any right to perform the particular job duty, except as required by the employer.

QUALIFICATIONS, KNOWLEDGE AND SKILLS:

- High School Diploma or GED is required. Licenses in a construction trade such as plumbing, electrical or mechanical/HVAC desired but not essential.
- Knowledge of building design, construction and maintenance.
- Knowledge of acceptable practices relating to mechanical systems, plumbing and electrical systems.
- Knowledge of safety practices.
- Knowledge in the use of computer systems and software (word documents, excel spreadsheets and BAS automation system).
- Ability to plan, organize and delegate work.
- Must have a valid driver’s license.

TEMPERAMENT:

Employee must be a self-starter, able to prioritize work demands and be able to maintain a professional demeanor. Employee must be able to pay attention to detail and have the ability to work quickly and accurately.

Review Date:

Responsibility Area and Performance Standards

(Evaluated with team member input)

Performance Rating*

* Performance Rating Key:

1 = Does Not Meet Standards, 2 = Meets Standards, 3 = Generally Exceeds Standards, 4 = Outstanding

1 2 3 4

40% ATTITUDE

- Communicates positively and courteously with people throughout the Courthouse Complex.
- To provide superior service and safe service to citizens of the community.
- Strive to exceed the citizen’s expectation.
- Always be respectful to everyone.
- Provide the highest level of respect to co-workers, citizens and customers.
- Must be able to change, adapt, follow through and communicate professionally.
- Set high standards, act ethically and professionally, dedicate themselves to excellence.
- Seizing the opportunity to improve, being a wise purchaser and consumer of supplies.
- Honest and ethical treatment in all dealings.
- Consistently wears appropriate attire.
- Keeps work areas clean and neatly organized.
- Is flexible and takes the initiative to improve performance.
- Expresses appreciation, offers compliments and encouragement.
- Is a good team member.
- Gives criticism to co-workers in private.
- Expresses their observations and suggestions in a way that promotes a positive outcome and avoids conflict.

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<p align="center">Responsibility Area and Performance Standards (Evaluated with team member input)</p>		<p align="center">Performance Rating*</p>			
<p>* <u>Performance Rating Key:</u> 1 = Does Not Meet Standards, 2 = Meets Standards, 3 = Generally Exceeds Standards, 4 = Outstanding</p>		1	2	3	4
85%	<ul style="list-style-type: none"> • Responsibilities 1. Daily review of BAS to identify potential issues. 2. Daily review of maintenance tickets to identify any new tickets. Coordinates and monitors tickets for completion of work in a timely manner. 3. Conducts daily walk through of the courthouse facility (including roof) to ensure proper equipment functionality and safety. 4. Conducts weekly walk through of other county owned facilities to ensure proper equipment functionality and building safety. 5. Assesses and monitors facility repairs to ensure cost effectiveness. 6. Plans, develops and prioritizes projects and weekly work plans; ensures that materials are ordered, projects are planned, and monies are available. 7. Coordinates repair work and preventative maintenance visits with vendors. 8. Supervises and inspects the work of independent contractors. 9. Supervises maintenance personnel and delegates work accordingly. 				
15%	<ul style="list-style-type: none"> 1. Office Duties: 1. Completes and turns in weekly reports to county administrator. 2. Maintains appropriate documentation and files. 3. Maintain equipment repair log on each facility. 4. Answer phone when possible and return messages from public within 24 hours. 				