

CHIEF MAINTENANCE SUPERVISOR

Department: Maintenance

Reports To: Calhoun County Administrator

JOB SUMMARY

The Chief Maintenance Supervisor plans, organizes, and assigns work associated with the 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 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 for community centers and plans work to respond to these calls.
- Services HVAC systems as needed.
- Remodels and builds County buildings and directs others in these activities.
- Writes specifications for building projects.
- Services all generators, chillers, HVAC units, and boilers.
- 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 Calhoun 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.

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.