



Grand County

Job Description

Title:	Facilities Supervisor	Job Code:	1800
Division:	Administration/Operations	Effective Date:	09/2017
Department:	Facilities Maintenance	Last Revised:	

GENERAL PURPOSE

Performs a variety of **administrative and supervisory** duties related to planning, organizing, coordinating, controlling, and directing county-wide general maintenance programs, including buildings and grounds.

SUPERVISION RECEIVED

Works under the general supervision of the Council Administrator

SUPERVISION EXERCISED

Provides close to general supervision to department personnel, Facilities Maintenance Technician/Lead, Facilities Maintenance Technician, Facilities Maintenance Worker(s), Community Service Workers and Jail Inmate Trustees.

ESSENTIAL FUNCTIONS

Administration & Management: Serves as administrative advisor and liaison to Council Administrator, committees, and boards as needed to inform and apprise on building, grounds, risk and safety issues; provides technical insight and recommendations related to determining building and grounds policies, goals and objectives; receives directives, evaluates departmental needs, formulates implementation options and strategies, creates action plans with timetables and deadlines.

Coordinates and oversees the rental of Star Hall; serves as the principal staff to the Star Hall Advisory Committee; collaborates, communicates and cooperates with the Star Hall Advisory Committee according to Grand County Board procedures and policies.

Coordinates with the Council Administrator to organize and supervise the public auction of county property declared surplus.

Financial/Budgeting: Prepares and manages the building maintenance budget; develops and reviews annually a department strategic plan that will include short term and long-term visions, goals and budgetary needs.

Maintains records related to operations and costs and prepare related reports; monitors fiscal controls to assure conformity with established financial constraints; develops bid specifications for projects and equipment acquisitions; orders equipment and prepares requisitions; manages all department purchasing needs in compliance with public finance and procurement code; coordinates and oversees the purchasing of janitorial and other necessary maintenance supplies.

Operations & Scheduling: Conducts periodic inspection of county buildings and equipment to identify maintenance needs; prepares and develop plans, specifications and cost estimates for building maintenance, repair and/or facility remodel when needed; prepares specifications for capital outlays for equipment such as heating and air conditioning units, roof repair or replacement, carpet replacement, and other major tools and equipment.

Makes decisions to resolve emergency conditions resulting in the malfunctioning of building operation systems; coordinates and supervises the operation, maintenance and repair of county buildings, grounds and related facilities, including work performed by independent contractors, subcontractors, maintenance personnel, community service workers, and jail inmate trustees.

Provides quality assurance review of work in progress; assures that services delivered meet quality and timeliness standards; develops cost proposals and makes recommendations for the same; prepares bid specifications for contracted projects; acts as project liaison between contractors and county officials; develops and negotiates maintenance contracts for special facilities and/or service needs; enters into working agreements with contractors, monitors contractor performance; acts as project manager for capital improvement projects.

Develops procedures to assure that local, state, and federal building safety regulations are implemented in all county facilities; coordinates building maintenance activities with other county departments, divisions and sections and with outside agencies; assists county departments to identify maintenance, construction, remodeling projects.

Supervises and participates in the maintenance of heating and air-conditioning systems, plumbing fixtures, electrical, lighting, painting, and repairs to the building and equipment; repairs and maintains specialized equipment; performs limited security duties which include locking and opening of facilities.

Operates personal computer and various program applications to receive, document and track incoming work orders; process work requests; establishes priorities, allocates departmental resources, i.e., staff, equipment and materials; monitors work in progress, records time and resources utilized; creates various reports and communicates departmental status to Council Administrator as needed.

Develops county-wide preventive maintenance program; may perform preventive maintenance duties on facility systems and equipment; monitors air conditioning system; domestic hot water systems, electrical systems, pneumatic controls, electrical and electronic controls, etc.; oversees general custodial programs and projects and assures timely daily cleaning of offices, restrooms, conference rooms, chambers, etc.; maintains Travel Council billboard signs on the highways.

Staffing: Performs inspection of work and evaluates performance; initiates personnel actions related to recruitment and selection; makes decisions and recommendations affecting retention, advancement, and discipline of all maintenance personnel according to the Grand County Personnel Policies & Procedures.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school;
- AND
- B. Eight (8) years of experience in a construction, building and grounds management or building contracting; two (2) years of which must have been in a supervisory capacity;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of principles of facility management; record keeping and reporting procedures; general architectural engineering principles and practices; Standard practices, methods, materials, tools and equipment used in minor building construction, maintenance and repair of equipment; legal environment associated with building and grounds operations, i.e., OSHA and ADA; computers and software associated with maintenance of HVAC systems; landscaping and grounds maintenance; current methods, principles and practices of building construction, maintenance and repair; equipment and materials used in construction and maintenance operations; legal environment related to safety and risk management practices and principles; current building, fire, electrical, and plumbing codes; procedures and techniques of budget preparation and administration; hazards involved in the operation of heavy equipment. **Working knowledge** of principles and practices of supervision, training and performance evaluations; computers and software applications which may include Excel, Word, Outlook etc.

Considerable skill in the cooperative problem solving. Use and care of a variety of tools associated with facility maintenance including hand and power tools, forklift, electrical tools, mechanic and automotive tools, generators, etc.; use of office equipment including fax machines, phone systems, computers, two-way radio equipment, etc.; multi-tasking, prioritizing and delegating duties.

Ability to prepare, develop, and analyze plans, specifications and cost estimates and order materials and supplies as needed; plan, coordinate, direct and supervise personnel; interpret laws, ordinances and regulations common to building, grounds, safety and risk management operations; keep operating records and prepare reports; to conduct necessary research and compile comprehensive reports; read and understand blueprints; establish and maintain effective working relationships with employees, other agencies and the public; supervise, train and evaluate subordinates; implement engineering plans into long range projects; prepare technical reports and maintain records, operate heavy equipment effectively utilize personal computer, including word processing, spreadsheet, typewriter, copy machine, printers, calculator, fax machine, copy machine and telephone; communicate effectively, both orally and in writing.

3. Special Qualifications:

- Must possess a valid Utah Driver's License.
- Must complete a twelve (12) month probationary period.
- Must successful complete a pre-employment drug screening and background check.
- Must be available and on call to respond to facility alarm systems and emergencies.
- Must perform as the primary on call employee in the Maintenance Department.
- May be required to pass FEMA/NIMS and ICS courses as required for the position, within a time frame designated by administration
- Me required to be or become a Certified Applicator for the control of noxious weeds.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Outdoor work is required in the inspection of various project sites. Tasks require variety of physical activities, related to walking, standing, stooping, sitting, and reaching, lifting objects up to 50 pounds. Exposure to wet and/or humid conditions, or airborne particles. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance and incumbent is required to be on-call.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____

(Employee)