

FACILITIES MAINTENANCE SUPERVISOR

DEFINITION OF WORK

Under general supervision, employee directs a staff of semi-skilled to highly skilled Maintenance Technicians in the repair, service, and maintenance of buildings and related equipment and systems. Employee may also coordinate custodial and housekeeping duties. A significant portion of employee's time is dedicated to the participation, assignment, and supervision of staff activities. Supervises staff either directly or through subordinate supervisors and coordinators; Employee is responsible for monitoring and reporting to management the status of all mechanical, electrical, plumbing, and HVAC maintenance projects for a single facility or multiple facilities. Employee receives guidance and instructions from and reports to a facilities maintenance or administrative manager.

EXAMPLES OF WORK

Employee ensures activities comply with work orders and schedules; ensures work complies with safe work practices; prepares reports and other documents pertaining to facility activities; implements Department policies; prioritizes, plans, assigns, and supervises the daily activities of the Department; evaluates work; determines disciplinary action as necessary. Evaluates operations and identifies operational, manpower, equipment, and budgeting needs. Diagnoses and troubleshoots malfunctions in HVAC, plumbing, and electrical equipment; oversees or assumes responsibility for more complex repair projects. Coordinates assignments and may work with subcontractors hired to assist with operations. In the absence of the Facilities Maintenance Manager, position serves as manager. Employee performs related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Associate's degree with course work emphasis in building and/or maintenance trades and five years of experience in facilities management, security and logistics, facilities maintenance, or building trades to include three years of supervisory experience; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of the procedures, materials, and equipment related to plumbing, carpentry, electrical, HVAC, painting, and grounds maintenance trades; considerable knowledge of heat, ventilation, and air conditioning system installation and maintenance; working knowledge of building compliance and building codes; working knowledge of approved electrical methods, practices, code requirements, and safety standards; working knowledge of the principles of organization, administration, and supervision; working knowledge of County purchasing policies and procedures; knowledge of occupational hazards and safety precautions required to perform work; ability to exercise tact and courtesy in contact with the general public and inter-Departmental personnel; ability to establish and maintain effective working relationships.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer. For employment in Facilities Management Section within the Engineering & Infrastructure Department, must be able to obtain certification in refrigerant recovery and recycling within one year of employment.

ADA REQUIREMENTS

Employees are subject to hazards associated with working in inside and outside environments, in extreme hot and cold weather, with exposure to dirt, dust, loud noises, odors, pollen, machinery, toxic fumes, oils, gases, chemicals, electrical currents, or flammable liquids. Work subjects employees to compliance with OSHA safety standards, policies, and regulations.

PHYSICAL REQUIREMENTS

Must have ability to exert very moderate, though not constant, physical effort typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling.

Must be able to lift, carry, push and/or pull objects and materials of moderate weight up to 50 pounds.

Must have ability to perform simple to complex movements requiring moderate coordination.

Must have visual perception and ability to discriminate colors.

Must be able to perceive and discriminate odors/sounds.

Must be able to perform manual labor for extended periods of time as required by work assignments.