

WASHINGTON COUNTY
Job Description

JOB TITLE: Buildings Maintenance Director

Exempt (Y/N): Yes

DEPARTMENT: Buildings & Grounds

DATE PREPARED: September 2011

SUPERVISOR: Chief of Staff

SUMMARY:

The Buildings Maintenance Supervisor under the general supervision of the Chief of Staff of the County Judge is responsible for the direction and supervision of building maintenance and oversees custodial tasks of all county buildings and grounds. This includes, but is not limited to, the current and Historic county courthouses and the Court Annex Building, Adult Detention Center, Health Department facility, Cooperative Extension Office, all buildings on the South Campus to include the Sheriff's Department/Jail facilities, Juvenile Court/Detention Center, Operations/Road Department, SAR Training facility, Election Commission/Veterans' Affairs Building, Maintenance Building, and County Library Central office. The incumbent assists and provides recommendations for the best method of maintaining, repairing, or replacing mechanical and necessary elements of the County's buildings. Provide assistance in developing and writing specifications for building and equipment. The incumbent must select the best qualified service companies for repair and maintenance and ensure that service contracts for building maintenance and equipment repair are carried out and performed adequately and efficiently. The incumbent participates in event planning and requires independent judgment, and various degrees of specialization. Oral and written instructions are both received by supervisor and given to subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Direct and supervise general carpentry, electrical, plumbing and maintenance work involved in the alteration, repair and maintenance of County buildings and equipment to include heating and air-conditioning systems.
2. Oversee all County building construction projects, working closely with architects and contractors to protect County interests.
3. Compose and release periodic press releases and answer requests for information and County building projects from the media.
4. Supervise custodial and maintenance workers by assigning work and monitoring performance of duties.
5. Provide technical support to maintenance workers in the repair and maintenance of County buildings, heating and air-conditioning units, electrical and plumbing systems and grounds.
6. Prepare specifications for additional or replacement air-conditioning and heating units, plumbing and electrical systems, repairs to buildings, and small construction projects.
7. Purchase supplies and equipment needed to perform duties adhering to County purchasing policy and procedures. Monitor and keep a balanced budget.

8. Determine needs and purchase material, parts, and equipment for proper installation and completion of repairs.
9. Work with contractors to assure that requirements of maintenance agreements are met appropriately.
10. Schedule and monitor routine and preventative maintenance of air-conditioning and heating systems.
11. Detect and correct hazardous and/or unsightly conditions in all areas of County building and grounds.
12. In cooperation with elected officials and department heads, schedule and direct relocation of County offices, records, equipment and furniture.
13. Meet with elected officials, as needed.
14. Prepare and maintain department budget.
15. Assure that County buildings are opened during business hours and otherwise secured.
16. Provide maintenance support for all emergency situations associated with County buildings and/or grounds 24 hours a day/seven (7) days a week.
17. Work closely with County management, and architects in developing adequate and efficient work areas.
18. Conduct liaison activities in a professional manner and ensure maximum cooperation between and among the County, public and other agencies.
19. Ensure that all duties assigned are performed in an efficient and responsible manner according to office policies and procedures.
20. Provide technical support to maintenance workers in the following specialized equipment in the adult and juvenile detention centers; security systems, locks, kitchen equipment, boilers and laundry equipment.
21. Prepare specifications for additional or replacement specialized equipment in the adult and juvenile detention centers; security systems, locks, kitchen equipment, boilers and laundry equipment.

SUPERVISION REQUIRMENTS:

Directly supervises 2 supervisors that supervise sixteen (16) employees within the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

\QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School diploma or GED; and a minimum of ten (10) years experience in building trades. Considerable knowledge and experience in the standard practice of building construction, maintenance, electrical, plumbing, air conditioning and other trades pertaining to buildings and structures is required. In addition, seven (7) years of management and/or project management experience is required.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:

Budget Responsibility:	\$8,000,000
Buildings:	\$38,856,612
Land:	\$1,670,128
Equipment:	\$249,931
TOTAL	\$48,776,671

OTHER SKILLS and ABILITIES:

The incumbent must have ability to read blue prints and have knowledge associated with understanding operation of complex mechanical equipment and construction details. Must be able to analyze problems and determine best method for resolution. Should possess excellent communication and interpersonal skills. The incumbent should also possess computer skills, and have working knowledge of general office machines such as calculator, copier, FAX, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear and use hands to finger, handle, or feel objects/controls. The employee must occasionally stand, walk, sit, climb or balance, stoop, kneel, crouch, or crawl, reach with hands and arms, and taste or smell.

The employee must occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in high, precarious places, near moving mechanical parts, subjected to fumes or airborne particles, and at risk of electrical shock. The noise level in the work environment is usually moderate to loud.