



SAGADAHOC COUNTY JOB DESCRIPTION

Job Title: Facilities Supervisor

Department: Buildings and Grounds

Wage Band: 6

Job Relationship: Responsible to the County Administrator

Supervisory Responsibility: Part Time Custodian

Employee Type/Expected Work Hours: This is a full time position, 40 hours per week. Hours may vary depending on emergencies or snow plowing requirements.

Job Summary: Responsible for maintenance of all County buildings and grounds.

Statute Reference: None

Essential Functions:

- Performs semi-skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, electrical (to the extent permitted given the level of incumbent's licensing), heating and cooling systems, and other unskilled and semi-skilled trades work.
- Maintains current skills and knowledge in the proper and safe techniques of building maintenance.
- Responsible for fire extinguisher maintenance and annual inspections.
- Supports the County's safety and health policies by attending required safety training programs and reporting all accidents and suspected safety hazards; maintains Safety Data Sheets (SDS) with Safety Liaison.
- Works closely with the County Administrator in regard to budgets, problems, cost savings, repairs, personnel, contracts, and long term fiscal planning.
- Must be able to work closely with the County Administrator in the preparation of the bidding process for major projects; supervise construction and vendors.
- Inspects and maintains assigned custodial equipment and small tools for proper operating condition.
- Oversees annual inspections of fuel tank, boiler, generator, elevator and furnace, as well the backflow system.
- Coordinates and maintains, with the Sheriff or the Sheriff's designee, the supervision of work release inmates working in County buildings and/or on County property.
- Maintains appropriate supply of inventory needed for completion of duties.
- Maintains Vendor Log of all vendors/contractors that enter County buildings for security purposes as well as the reconciliation of bills.
- Moves and sets up furniture, pictures, etc. as needed and assigned.
- Opens, closes, locks and unlocks facilities as needed.

- Oversees security of access restricted areas of the buildings such as ensuring the elevator key system remains in use and is functioning.
- Empties trash, waste baskets and recycling bins. Transports trash and waste to disposal area.
- Changes light bulbs, replaces ballasts.
- Cleans rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, and other work areas.
- Cleans restrooms, which includes restocking of paper products and soap supplies.
- Washes walls, ceiling, and woodwork. Washes windows, door panels, and sills; washes windows/blinds.
- Cleans and polishes lighting fixtures, marble surfaces, and trim.
- Dusts furniture and equipment. Polishes metalwork.
- Sweeps, scrubs, waxes, and polishes floor.
- Vacuums and cleans rugs, carpets, upholstered furniture, and draperies.
- Cuts and trims grass, and plows county parking lot/shovels snow around entryways; keeps lot open for access 24 hours per day.
- Assists in maintenance of company grounds; picks up litter from around buildings and grounds.
- Responds to emergencies after hours as needed.
- Other duties as assigned.

Other Duties:

- May serve on various employee committees, as required or assigned.

This description is not an exhaustive list of duties and responsibilities associated with this position. While this is intended to be a reflection of the current position, management reserves the right to revise these responsibilities or require other or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, technological development, etc.).

Competencies:

1. Communication Proficiency
2. Customer Service Focus
3. Organizational & Prioritization Skills
4. Semi-skilled labor
5. Negotiation skills needed for working with sub-contractors

Work Environment:

Although the buildings themselves are a professional office environment, while performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high precarious places and occasionally is exposed to wet conditions, fumes or airborne particles and toxic chemicals.

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 job, the employee is:

- **Frequently required** to stand, walk, climb stairs, sit, use hands to finger, handle, feel or operates objects, tools, or controls, reach with hands and arms, talk and hear.
- **Frequently required to lift and/or move** up to 25 pounds.
- **Occasionally required** to climb or balance, stoop, kneel, crouch, crawl, or climb a ladder to 20 feet.
- **Occasionally lift and/or move** more than 50 pounds.
- **Specific vision abilities required** by this job include close vision, distance vision, color vision and ability to focus.
- **Noise level** is usually moderate.

Education and Experience Qualifications:

- A. Education and training: High school graduate or equivalent with mechanical skills highly desired. Technical School training preferred.
- B. Five years of building construction experience including working with general/subcontractors, engineers, code enforcement officials, etc. (or equivalent education and experience).
- C. Employee must have a valid driver's license and experience with plowing snow.
- D. The ability to work at a high degree of independence. Although procedures and policies are established, decisions must be made as to the correct procedures to follow and the appropriate order of performing tasks.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer or the requirements of the job change.