



JOB DESCRIPTION

Title	Facility Operations Supervisor	Created	Sept. 2021
Department	Buildings & Grounds	Revised	
Job Class	M 4	Safety Sensitive	Yes
Labor Union	Unrepresented	FLSA	Exempt

Purpose

Under the general direction of the Capital Projects Manager, serves as a working supervisor with full responsibility for planning, organizing, implementing, and supervising the activities of maintenance and custodial personnel and contractors in the day-to-day operations of the Building and Grounds Division. Responsible for developing and implementing team procedures and processes. Develops and manages contracts and budgets/projects. Exercises independent initiative and professional judgment to solve problems and accomplish desired goals.

Essential Functions

- Plan, prioritize, assign, supervise, and review the work of staff involved in Building and Grounds operations, maintenance and repair, and assign daily work/tasks.
- Utilize established and assigned work information management systems.
- Troubleshoot, perform repairs, adjustments, and maintenance of commercial building systems and components. Provide consultation, problem solving, and input on a variety of technical components of building systems and equipment.
- Assist in the development and implementation of goals and objectives; establish schedules and methods for accomplishing maintenance and repairs; implement policies and procedures.
- Assist in creating a positive and supportive work environment; enforce a safe workplace; establish a culture of teamwork and communication; create a workplace that promotes the organizational values of workplace diversity, equity and inclusion, and actively promotes an environment respectful of living and working in a multicultural society.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; and implement disciplinary procedures.
- Interact with clients to ensure quality, resolve problems, facilitate solutions, and ensure the client's mission is well supported by the Building and Grounds Division.
- Identify, manage, and operate a variety of tools and equipment and ensure proper training and use.
- Assist with developing and executing budgets.
- Make routine checks and inspections of buildings or physical plant equipment; and respond to problems.
- Request or review the requisitioning of materials, supplies, parts, and equipment; receive and maintain records of all repair and maintenance activities, parts used, supplies, and related inventory items.



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- Serve as contract administrator and work with county staff to develop requirements, assist in the solicitation, and perform quality assurance (QA) functions over the life of the contract. Work with accounting staff, approve invoices, manage contract budgets. Review contractor performance and recommend changes to meet county needs and provide point of contact for contractors working in county facilities.
- May serve as a project manager or work in partnership with the Capital Improvement Project Manager when necessary.
- Ensure safe working conditions by conducting hazard assessments and safety training which includes appropriate safety procedures, practices, and personal protective equipment (PPE).
- Assist with the annual budget process to advocate for appropriate funding.
- Provide testing and certification of systems as required.
- Answer questions and provide information to staff, public, and customers.
- Respond to emergency call-outs as necessary; act as site supervisor in emergencies and coordinate division response. Maintain understanding of emergency procedures, building systems, staffing, and protocols in order to re-establish building functions and sustain the occupant's mission.
- Identify and schedule preventive maintenance for all heating, ventilating, and air conditioning systems (HVAC).
- Perform energy management responsibilities associated with HVAC and plumbing building systems.
- Administer issuance and control of keys to county operated facilities. Supervise the locksmith component level service and installation.

Mandatory Qualifications

A high school diploma or equivalent; AND six (6) years of advanced journey level experience in a building trade with increasingly responsible experience in the maintenance and repair of commercial, industrial, or other large building plants which includes a minimum of two (2) years of lead or supervisory experience; OR an Associate's degree AND four (4) years of advanced journey level experience in a building trade and increasingly responsible experience in the maintenance and repair of commercial, industrial, or other large building plants which includes a minimum of two (2) years of lead or supervisory experience.

Must be able to pass a thorough background check for security clearance for access to the Sheriff's Office, county jail, courthouse, and all other county buildings.

Requires thorough knowledge of all systems, facilities, equipment, materials, methods of construction, and maintenance of facilities and grounds as well as knowledge of the basic principles of plumbing, electrical, carpentry, HVAC, and custodial procedures and related regulations affecting functional areas. Demonstrated experience with inventory control, contracting, budget preparation and management, cost estimates, and supervising a team. Must maintain driving privileges required to operate county fleet vehicles.



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<i>Desired Qualifications</i>
LME (Limited Maintenance Electrician) license or BME (Limited Building Maintenance Electrician) license. Certification as an Asbestos Class III O&M Competent Person. Previous experience in related areas of responsibility.
<i>Physical Demands</i>
Physical demands require moving materials weighing up to 50 pounds on an infrequent but recurring basis, working in awkward positions, ascending ladders, bending, stooping, etc. Duties involve working with electrical systems exceeding 440 volts.
<i>Working Conditions</i>
Somewhat undesirable working conditions. Work is performed both indoors and outdoors in all types of weather with some exposure to noise, dust, fumes, etc. Requires work inside the county correctional and law enforcement facilities as projects and tasks demand.
<i>Supervisory Responsibility</i>
Exercises direct supervision of up to six assigned maintenance and technical staff. Also supervises projects and staff in the county correctional and law enforcement facilities. On occasion, will supervise individuals completing court-assigned community service and may also supervise adults in custody (AIC's).

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.