



Jackson County Board of County Commissioners

Position Description

Job Title:	Maintenance/Facilities Superintendent	Reports To:	To be determined
Department:	Administration	Supervisory (Y or N):	Y
Location:	Headquarters	Retirement:	Regular Service
Annual Salary:	\$45,151.00 – 65,175.00	Position Type:	Full-Time

Job Description

CLASS TITLE OF EACH POSITION REPORTING TO DIRECTLY TO THIS POSITION

- Maintenance Technician
- Administrative Support II

ROLE AND RESPONSIBILITIES

This professional level position is responsible for coordinating and managing facility related support. responsible for all repairs, additions and preventive maintenance for specified county buildings. Performs and supervises skilled and semi-skilled maintenance, repair and additions to county buildings, grounds and facilities. Maintains and repairs electrical and mechanical systems; requires demonstrated working knowledge of all building trade skills. Supervises unskilled and semi-skilled persons in like tasks and duties

This position will also direct and guide the maintenance department. Duties will include ensuring that all county facilities and grounds are properly maintained and operated and that any and all maintenance, repair, and/or construction is complete and correct.

ESSENTIAL JOB FUNCTIONS

- Conducts site visits to review buildings for compliance with Accessibility Codes;
- Ensures the proper and timely maintenance of Department equipment;
- Inspects Department work operations to ensure adherence to laws, regulations, policies and procedures, codes and standards of quality and safety;
- Reviews all completed work orders in relation to LTR and facilities;
- Reviews maintenance contract bids and inspects work performed by contractors to ensure conformance to specifications and contract integrity. Brings contract inadequacies to the attention of management and follows up to ensure correction of contract performance;
- Responsible for the reliable, safe, efficient operation of building utility and support systems, including heating, ventilating, air-conditioning, electric power, lighting, emergency power, alarm systems, fire protection (sprinkler and alarm), and the control systems related to them;
- Responsible for the coordination of review of all blueprints with qualified entities to ensure compliance with specifications, codes and regulations prior to building or renovating and County facility;
- Responsible for coordination and scheduling of maintenance and repair of County Commission buildings (metal, brick and frame).
- Supervises subordinate maintenance and support staff; supervisory duties include scheduling; instructing; assigning, reviewing and planning work of others; maintaining standards; and/or coordinating activities;
- Paints and caulks structures. Repair woodwork and check all safety devices and controls.
- Repairs plaster and sheetrock and build small buildings.
- Repairs plumbing systems.
- Repairs and service air conditioning systems.
- Maintains grounds as necessary.
- Ensures proper use of safety equipment and procedures.
- Performs other related work as required.
- Performs other job related requirements, as needed.



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(The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties or requirements of this position.)

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Graduation from high school, and at least 5 years of experience in building maintenance and construction experience required.; or any equivalent combination of training and experience which provides the required skills, knowledge and experience and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to interpret blueprints, sketches, estimate, keep records of costs, and properly submit purchase orders.
- Knowledge of the techniques, tools and materials used in the skilled trade and building maintenance and repair operations.
- Ability to communicate both orally and in writing.
- Ability to repair/replace defective electrical and mechanical systems and devices.

ADDITIONAL REQUIREMENTS

Physical Requirements: Must be physically able to operate a variety of equipment including carpenter=s tools, electrical tools, plumbing tools, painting equipment, housekeeping equipment, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 100 pounds of force occasionally and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Physical demand requirements are those for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristic (whether similar to or divergent from obvious standards) of documentation of policies and procedure.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manual, invoices, surveys, etc. Requires the ability to prepare correspondence, reports, forms, meeting minutes, news releases, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists; to interpret a variety of instructions furnished in written, oral diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to interpret graphs; and to compute discounts, interest, profit and loss, and ratios and proportions.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.



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Physical Communication: Requires the ability to talk and/or hear: (talking: expressing ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

For County HR Use Only

Check all that apply:

Standard Prescreen for Hire: Uniform Allowance Physical Drug Screening Re-screening

Security Check: No Security Screen Required Background Investigation Required Background & Fingerprint Required Fingerprint Investigation Required Access to Abuse Records Caretaker Financial Corrections Management Sensitive County Security Check **Other:**

Reviewed By:		Date:	Click here to enter a date.
Approved By:		Date:	Click here to enter a date.
Last Updated By:		Date/Time:	
The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position. This job description does not constitute a written or implied contract of employment.			
Incumbent Signature (optional):			Date:
Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>		Title:	Date:
Supervisor's Signature:			
Approval of Reviewing Authority: (Department Director)		Title:	Date:
Approval of Agency Personnel Officer:		Title:	Date: