

**INGHAM COUNTY
JOB DESCRIPTION**

BUILDING MAINTENANCE SUPERVISOR

General Summary:

Under the direction of the Facilities Manager, performs a variety of skilled carpentry repair, design, remodeling and construction projects. Performs a variety of plumbing, electrical and HVAC, maintenance projects on county buildings, grounds and equipment. Performs detailed lock repairs on electronic and mechanical locks, re-keys and maintains key schedule for assigned County buildings. Oversees contractors and serves as lead worker to maintenance staff.

Essential Functions:

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1. Oversees staff on assigned projects, includes assigning work and reviewing and evaluating work in progress. Assists and advises staff on the more complex or difficult tasks. May supervise inmate trustees and other special program staff as assigned.
 2. Performs finish carpentry work including construction of detailed items such as bookcases, cabinets, custom counter tops, laminate work and other customized items.
 3. Performs carpentry and construction work such as constructing stud walls, hanging doors, installing drywall, carpet, tile flooring and vinyl wall coverings.
 4. Receives calls for troubleshooting on building and mechanical systems. Reviews requests for service, determines whether problems can be resolved in-house, sets priorities, performs or assigns work to other maintenance staff.
 5. Oversees staff on assigned projects and serves as Facilities Manager in his/her absence.
 6. Oversees and participates in office remodeling projects which may include design and installation of specialized equipment, counter tops, cabinets, etc.
 7. Plans labor and material needs for designated maintenance and repair projects, which may include meeting with appropriate County staff to determine their needs, assisting in obtaining necessary outside bids, reading blueprints, and planning other project needs. Maintains records regarding time, materials and equipment usage.
 8. Determines the need for outside contractors and assists in preparation of bid specifications and the selection of contractors. Serves as liaison with contractors and reviews work of contractors for conformity to standards.
 9. Oversees and participates in electrical repairs to County buildings, fixtures, and equipment, includes testing circuits to locate problems, replacing switches, outlets, and

ballasts, repairing and replacing motors and pumps, installing and repairing exhaust fans, relays, pressure switches, pneumatic/electric devices, and related tasks.

10. Oversees and participates in the preventative maintenance and monitoring of the operation of heating and air conditioning (HVAC) units, checking filters, adding boiler chemicals, trouble-shooting problems, cleaning evaporators and condenser cells, changing belts and motors, installing and repairing water pumps, lubricating bearings and monitoring the operation of air handler units. Performs pipe fitting and steam line repairs on all steam and condensate pipes. Inputs data into personal computer for temperature, time of day and energy savings for the energy management system.
11. Schedules, assigns and performs grounds maintenance functions such as mowing grass, trimming lawns and shrubs, raking, blowing leaves, shoveling snow, spreading salt, patching holes in asphalt, repairing sidewalks and curbs, and related grounds tasks.
12. Performs repairs to specialized mechanical equipment such as security systems, includes installing and maintaining electronic and manual locking systems and electronic security and video surveillance systems.
13. Works with outside contractors as assigned to ensure that work is completed according to specifications and to deal with problems occurring on the project.
14. Assists in the drafting of project specifications for plumbing, electrical, and HVAC components of projects.
15. Orders supplies and materials from County vendors, and develops alternative sources of suppliers so as to minimize interruptions with inventory.
16. Develops and maintains a preventative maintenance program for all mechanical equipment. Organizes manufacturer's suggested systems and parts checks on all facility equipment into an ongoing preventative maintenance schedule.
17. Maintains emergency standby power, fire apparatus, and other safety equipment. Performs weekly testing on all emergency generators.
18. Performs on-call duties for after-hour emergencies, such as reviewing nature of emergency and either performing maintenance repair or contacting appropriate supervisor/staff to resolve the problem.

19. May be responsible for the yearly disassembly and assembly of the boilers for the yearly state inspection.
20. May be responsible for the maintenance of the cooling towers and the proper chemical levels.
21. Performs repairs to County buildings, rental properties and County equipment as necessary.
22. Performs detailed lock repairs, including rebuilding and repairing electronic locks. Also re-keys and sets-up locks for different applications. Maintains key schedule for assigned buildings.
23. Performs plumbing repairs, such as repairing leaks, unplugging drains, installing fixtures, such as urinals and toilets.
24. Serves as back-up to the Maintenance Supervisor in that individual's absence.

Other Functions

25. May be responsible for the transportation of inmate workers to and from work site.
26. May be responsible for maintaining security procedures for all county facilities.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: High school graduation or equivalent with advanced skills training in electrical, HVAC, plumbing and other building trades areas.

Experience: Three to five years of experience in the maintenance and repair of mechanical, heating, cooling and ventilation systems, plumbing and other building maintenance areas. Some supervisory experience preferred.

Other Requirements: Possession of a valid Michigan Driver's License. Mechanical and electrical certifications preferred.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job

description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Walks over uneven terrain to maintain equipment and remove snow.
Squatting, stooping, kneeling to maintain and repair facilities and equipment.
Climbing ladders to make repairs.
Climbing into trucks and onto other equipment.
Operating trucks with snow removal equipment and to haul equipment.
Lifting ability to remove and replace parts on building mechanical systems.
Ability to lift, push and pull office furniture.
Ability to lift boxes of supplies, equipment, and other items weighing up to 100 lbs.
Ability to lift and move plumbing fixtures and other equipment involved in repair tasks.

Working Conditions:

Works in confined spaces.
Works outside in varying weather conditions.
Works in all areas of County buildings.
Works in cramped body positions to perform maintenance and repairs.
Works in areas with loud noise.
Exposure to equipment where risk exists of getting burned, bruised or scraped.
Exposure to environmental allergens such as grass, weeds and pollens.
Contact with oil and petroleum products.
Exposure to solvents, pesticides and herbicides.
Exposure to gases and fumes.
Exposure to communicable diseases in the course of some maintenance assignments.