

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### GENERAL SERVICES MAINTENANCE SUPERVISOR

**Department:** MSTU  
**Pay Grade:** 110  
**FLSA Status:** Exempt  
**Job Class:** 1165  
**Risk Code:** 5509

#### JOB SUMMARY

Responsible for performing semi-skilled work and supervising a small group of unskilled and semi-skilled workers in general maintenance and involves very frequent physical labor in unskilled and semi-skilled work in the continuous maintenance, repair, and custodial care of county buildings and grounds.

#### ESSENTIAL JOB FUNCTIONS

- Under direction of the MSTU Director or designee, may work closely with Administration, consultants, vendors, and the public. Reports to an Advisory Board and may take direction from the Advisory Board Chairperson with the approval of the MSTU Director.
- Assigns daily schedules and supervises the work of the crew. Assists with annual budget, orders, and shops for parts and supplies, and provides training to staff in proper use of equipment.
- Directs crew in daily road maintenance activities, assigning tasks, and ensuring their completion.
- Work may involve working with wood products, measuring, cutting, and nailing wood in the repair and maintenance of doors, windows, casings, framing, steps, fencing, and/or door/window screen wire at community center grounds or other designated facilities or other locations.
- Work may include minor surveying and design necessary for road improvement and maintenance. Instructs crew in the fundamentals of road surveying including the necessary mathematics to determine quantities.
- Work may include minor repair and maintenance of electrical systems, changing of light bulbs, reset circuit breakers, battery replacement in smoke and fire alarms, repair of small, powered hand tools, and changing air-conditioning filters.
- Work may include installation in new construction and remodeling, maintenance, trouble shooting and repair of plumbing fixtures, water lines and sewer lines. Makes minor repairs such as replacing or repair to o-rings, handles, valve flaps, shower heads, hose bibs, irrigation

- systems, faucets, drain traps, toilet seats, unplugging clogged sewer/drain lines/ toilets, clean and changing water system filters.
- Work may include the pressure washing of buildings, walkways, seats, piers, docks, and other structures for the purpose of cleaning. Light to medium painting of inside and outside of buildings and other structures that may involve the use of all types of paints and other solvents for the purpose of cleaning and painting.
  - Work may include cleaning and sanitizing bathroom facilities, cleaning windows and floors, vacuuming carpets, and emptying trash receptacles. Dust walls, baseboards, furniture, and office equipment as well as strips and waxes floors using professional cleaning equipment and chemicals.
  - Work may include operating light to heavy duty equipment which may include the operations of a backhoe, front end loader, roll-off truck, dump truck, bat-wing mower, PTO-driven mowers, augers, various size riding and push type mowers, light to heavy duty tractors with various type of farm and general ground maintenance attachments. Includes the operation and use of all type of ground maintenance equipment, such as weed eaters, chainsaws, cutting and trimming chippers, large and small power tools, hand tools.
  - May perform event set-up and clean-up at various sites and other event locations, which includes community center grounds or other related facility locations. May include setting up both pedestrian and vehicle traffic control barriers, and the moving of and set-up of other equipment for events or other functions.
  - Work may include light to medium duty welding and perform metal fabrication for handrails, walkways, seats, and general repairs at community center grounds and other facility locations.
  - Performs general preventive maintenance on tractors, gas or electric utility carts, all types of mowers, and other general grounds maintenance equipment.
  - Performs care of all general ground maintenance work which may include the mowing, raking of leaves, trash removal, removal of fallen or broken tree limbs, trimming of both plants and trees, and weeding flower beds.
  - May perform minor maintenance projects at community center grounds and other related facilities.
  - Moves office furniture and performs emergency or accident cleanup for spills, messes, and broken glass etc.
  - May be required to perform routine preventative maintenance and repairs on facilities and restrooms.
  - Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
  - Implements the organization's guiding principles and core values.
  - Performs other related job duties as assigned.

### **SUPERVISION**

This position is responsible for directly and regularly supervising work of a relatively small number of employees with no indirect supervision. Includes assigning, directing, evaluation and reviewing work of subordinate employees. Responsibilities include providing on the job training, evaluating

job performance, promotion, or status changes. Will supervise other general maintenance technicians, recreation center aides, and may supervise community service workers.

### **QUALIFICATIONS**

#### **Education and Experience:**

High school diploma or equivalent; and five (5) years' related experience in groundskeeping, road construction/maintenance, and/or building trades; or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- May be required to possess a valid Class B Florida CDL with airbrake endorsement.
- Hazmat endorsement may be needed for some locations.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals.
- Ability to write routine reports and correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out detailed, but uninvolved, written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to exercise some judgment in selection of procedures, methods, or tools, equipment to own work to accomplish tasks.
- Knowledge of carpentry, painting, and plumbing.
- Knowledge groundskeeping and custodial cleaning techniques
- Knowledge of methods and techniques of road maintenance, including working knowledge of road maintenance equipment.
- Ability to communicate orally.
- Ability to supervise employees in a manner conducive to full performance and high morale.
- Ability to establish and maintain effective working relationships with subordinates and members of the general public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

**PHYSICAL DEMANDS**

The work is very heavy work which requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. performing the duties of this job, the employee will regularly be required to climb or balance, stoop, kneel, crouch, or crawl; and will frequently be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, and taste or smell.

**WORK ENVIRONMENT**

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, high precarious places, outdoor weather conditions, and risk of radiation; will regularly be exposed to blood, body waste and sewage, and vibration; and frequently be exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

***E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.***