

# 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 MANAGER

**Department:** MSTU  
**Pay Grade:** 112  
**FLSA Status:** Exempt  
**Job Class:** 1164  
**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.

#### ESSENTIAL JOB FUNCTIONS

- Plans and organizes maintenance crew work and determines which task(s) should be performed and in what order.
- Oversees and manages the road maintenance crew, the maintenance of pumps and irrigation, and the landscaping of the Marion Oaks entrance waterfall.
- Directs subordinates in daily right-of-way maintenance to ensure each project is completed correctly and in a timely manner.
- Follows up on all inquiries and complaints and handles such in a timely manner.
- Determines maintenance needs to keep equipment functional .
- Performs a variety of personnel-related tasks, including performance evaluations, hiring, schedule training, and safety.
- Assists in budget preparation and personnel payroll.
- Schedules necessary training and safety classes for assigned personnel.
- Assist in development of short- and long-term goals, implementation plans, and resources to achieve goals.
- Ensures that staff is trained in current policies, procedures, codes, and ordinances.
- Purchases parts for repairs and documents all purchases and inventory.
- Oversees the proper and safe storage and disposal of hazard and nonhazardous materials.
- Ensures that constant proper maintenance and upkeep of the maintenance yard and all assigned facilities.
- Attends and participates in relevant advisory board meetings.
- Remains on-call for emergencies and/or natural or manmade disasters.

- 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 six (6) years' related progressively responsible 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 Commercial 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 required
- All applicable heavy and/or light tool operator's license(s).

### **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
- 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 medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While 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.