

# 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.*

### **BUILDING MAINTENANCE SUPERVISOR**

**Department:** Facilities Management  
**Pay Grade:** 112  
**FLSA Status:** Exempt  
**Job Class:** 6041  
**Risk Code:** 9015

#### **JOB SUMMARY**

Primary Responsibility is for supervision, management and administration of repairs and maintenance of Marion County buildings. Secondary responsibility is for performance of repairs and maintenance.

#### **ESSENTIAL JOB FUNCTIONS**

- Manages, plans, and directs the day-to-day facility operations of the County.
- Manages daily operations and maintains smooth operations at the Jail facility or other locations as assigned.
- Focuses on using excellent business practice to improve efficiency by reducing operating costs while increasing productivity.
- Responds to emergency requests for facility and equipment repairs.
- Ensures tools and equipment are properly organized and stored.
- Tracks facility work projects, both unfished and completed.
- Maintains, orders, and picks up the appropriate supplies needed for repairs and renovations.
- Requests, assembles, and analyzes quotes and submits recommendation to Facilities Director for action.
- Receives all electrical, HVAC, plumbing, and carpentry requests and prioritizes, distributes, and converts into tasks in automated work order system.
- Receives all Access Control and small project requests and prioritizes, distributes, and converts into tasks in automated work order system.
- Maintains repair records and prepares related reports.
- Performs equipment and facility repairs as needed.
- Ensures all maintenance work areas are clean and organized.
- Maintains a property list of tools and equipment.
- 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 direct supervision over a relatively small number of employees (two or more) with no indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training, evaluating job performance, recommending selection of new staff members, scheduling, and coordinating work operations.

### **QUALIFICATIONS**

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

High school diploma or equivalent; Bachelor's degree preferred; and five (5) years' related experience; 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.
- Master certification in applicable primary trade discipline.

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

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to add and subtract two-digit numbers and multiply and divide with tens and ~~one~~ hundreds.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to potentially participate in development of policy, programs, plans, or procedures.
- Ability to study manual work processes to determine most effective methods for essential tasks.

- Highly skilled knowledge of installation and repair of electrical, air conditioning, plumbing, sewer systems, painting and carpentry, cabinet making, masonry, digital electronic access controls, BMS, and roofing.
- Skills in organization and task prioritization.
- Ability to operate all new tools, materials, and systems dealt with on the job.
- Ability to read and interpret blueprints.
- 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 occasionally be required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; will regularly be required to sit; and frequently to talk or hear.

**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 moving mechanical parts, high precarious places, fumes or airborne particles, and toxic or caustic chemicals, and regularly work in outdoor weather conditions. Work in secure areas of the Jail occasionally within the inmate population.

***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.***