



Job Title: Facilities Maintenance Supervisor	Salary: \$21.63 - \$31.25
Department: Maintenance	Grade:
Effective Date: 05/09/2022	Safety Sensitive
Revision Date: 05/09/2022	FLSA Status: Exempt

General Purpose:

Performs a variety of supervisory and technical skilled duties related to planning, organizing, directing, performing, and coordinating facility maintenance and operations.

Supervision Received:

Works under the general supervision of respective department heads/managers.

Examples of Duties:

- Provides first-line supervision to technical maintenance and custodial personnel; establishes work priorities and delegates assignments and completion deadlines.
- Performs facility inspections of work and evaluates performance; initiates personnel actions related to recruitment and selection.
- Makes decisions and recommendations affecting retention, advancement, and discipline.
- Coordinate and implement purchasing and project contracts.
- Develops bid specifications, solicits bids and makes recommendations for bid awards.
- Monitors buildings maintenance budgets; prepares and forecasts budgets requirements annually; makes recommendations regarding changes in budgetary needs.
- Implements facility security policies; assures proper operations and function of various security, access (electronic key-card) and maintenance alarm systems such as fire, backup lighting, power, etc.; assures proper security system design, installation and operation.
- Develops emergency preparedness plans and programs and implements upon approval; monitors parking regulations and issues citations or notices to violators.
- Operates, manages and monitors maintenance of heating, ventilation, and air conditioning (HVAC) system; monitors system operations through remote technology and computer; responds to system alarms, determines nature and extent of emergency and resolves problems as needed.
- Coordinates various remodeling, landscape and construction projects; develops proposed budgets.
- Coordinates with outside contractors, architects, state facilities personnel and others as needed to complete capital improvements; assures standards upon completion and assures warranty compliance as needed.

Minimum Qualifications:

- Must be at least 21 years of age.
- Graduation from a standard senior high school or equivalent.
- Must possess a current valid Utah driver's license.
- Two years of specialized training in refrigeration and air conditioning, electrical or mechanical engineering or other related fields provided through technical college, in-service or professionally sponsored workshops.
- Five to Seven years of responsible experience performing above and related duties.
- Specific experience in computerized system maintenance preferred.

Working Conditions:

Strenuous physical work. Continuous work with moderately heavy weights with frequent pushing, pulling, stopping, sitting, walking, squatting or lifting of heavy weights for extended periods of the day. Must be able to lift a minimum of 50 lbs. Continuous or intense exposure to dust, fumes, dampness, cold heat, oils and grease, pollens and organic materials. Exposure to all types of outside weather conditions.

San Juan County is an equal opportunity employer and encourages women, minorities, and the disabled to apply.

Disclaimer:

The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provision of this description at any time as needed without notice. This job description supersedes earlier versions.

I, _____ have reviewed the above Job Description.

Date: _____