



Supervisor Facilities Maintenance For
Facilities

Department: Facilities
Position/Class Title: Supervisor Facilities Maintenance
Supervisor: Commissioners Court
FLSA Category: Non-exempt
Pay Grade: 17

GENERAL DESCRIPTION:

The Facilities Maintenance Supervisor will supervise and perform a wide variety of maintenance activities to maintain and improve proper functions, safety, and appearance of all county buildings, facilities, and grounds. As the Department Head, you will oversee the day-to-day operations of the Facilities Maintenance department, all maintenance positions, grounds management position, and lead custodial position. Performs all personnel actions within the facilities maintenance department in accordance with established County policies and procedures.

ESSENTIAL DUTIES/FUNCTIONS:

Assist all areas of service provided by facilities maintenance department.

- Activities will include performance of electrical, plumbing, carpentry, masonry, and painting skills.
- Service and repair of heating and air conditioning/cooling and related systems.
- Performance of light construction on county buildings, facilities and grounds, and all other maintenance/repair issues that need to be addressed under Commissioners Court jurisdiction.
- Work designated schedule as well as other hours as required to meet customer needs.
- Directs personnel management, training, mentoring, and career development of department personnel.
- Determines appropriate level of training for all personnel, meeting or exceeding all applicable local, state, federal, and industry-accepted standards, including continuing education, and ensures training standards are met and universally applied.
- Develop short and long range financial, capital improvement, and operational plans for all county owned facilities.
- Annually inspects facilities for needed repair.
- Clearly establishes and communicates expectations for employee performance, behavior, and demeanor. Provide continuous feedback to ensure that those expectations are consistently and universally met or exceeded.
- Must readily comply with departmental and county-wide policies and procedures.
- Make decisions through Human Resources and Commissioners Court.
- Supervises and evaluates work activities of subordinate staff and seeks to provide an atmosphere of teamwork and high morale.
- Maintain a scheduled maintenance program. Perform scheduled/preventative maintenance and unscheduled/necessary maintenance and repairs as may be required for grounds and building and facilities maintenance, and generally supervise lead custodial position and manage administrative requirements related to custodial functions.
- Maintain accurate records of maintenance performed.
- Implement safety and good housekeeping practices.
- Commute(drive) between county properties and/or supplies.
- Respond to emergency and non-emergency repairs and cleanups as needed.
- Maintain and control inventory of tools, equipment, and supplies.
- Purchase supplies necessary to complete required tasks.
- Maintain tools and equipment in clean and operational condition.
- React to change productively and handle other tasks as may be assigned.
- Assist with custodial/janitorial essential duties and functions as needed.

- Assist in locking and unlocking courthouse and other county facilities as required.
- Assist other departments whenever manual labor is required.
- Assist in placement and removal of decorative items from buildings, facilities, and grounds.
- Work in a safe and efficient manner.
- Watchful of and report any damaged equipment, safety hazard or possible safety hazard

KNOWLEDGE, SKILLS, and ABILITIES:

The ideal candidate will have the following Knowledge, Skills, and Abilities:

- Posses training and holding licenses in applicable facilities maintenance functions preferred
- Working knowledge of skilled crafts (electrical, plumbing, carpentry, masonry, painting)
- Fire alarms and security systems.
- Read and understand blueprint and electrical schematics.
- Ability to determine cause and need for maintenance and/or repairs and effectively carryout required tasks.
- Team building skills.
- Maintenance/ problem solving skills.
- Effective verbal and written communication, listening and presentation skills.
- Stress management skills.
- Time management skills... capable and willing to multi-task and meet frequent deadlines.
- Ability to perform work independently with minimal amounts of supervision.
- Work with public/co-workers in a professional and positive manner consistent with the requirements of being a public servant.
- Ability to understand and follow instructions (written, verbal, telephone, and electronically)
- Be willing to work unscheduled hours... including holidays and/or weekends.
- Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of himself/herself and others.

MINIMUM REQUIREMENTS/ QUALIFICATIONS:

- Must be at least 18 years of age.
- High school graduate and college degree preferred.
- Position may require/give preference to various maintenance/technical related certifications.
- At least 3 year's work experience in the field of various facilities maintenance activities
- 1 year experience in supervision of personnel
- HVAC EPA certification or license beneficial
- Electrical license beneficial
- Possession of a valid driver's license is required with a driving record acceptable to Gillespie County. However, if the license is not a Texas issued license, one must be obtained within 30 days of employment.
- Must possess or be able to obtain a cell phone within 30 days of employment, a cell phone to conduct Gillespie County business.
- Must be able to maintain a Texas Department of Public Safety (DPS) CJIS security access clearance. Application for CJIS security access will be handled through Sherrif's Office.
- Must consent to and pass criminal background check.
- Must be able to pass pre-employment physical.

ENVIRONMENTAL WORKING CONDITIONS AND SCHEDULES:

County facilities, including vehicles, are smoke-free and alcohol-free working environments. The location is various county facilities and designated non-county facilities. Must be able to work in the jail.

Physical Ability: Some tasks require the ability to exert extremely heavy objects is required for personal and material safety. Physical demands involve prolonged repetitive motor movements: sitting, walking, climbing, stooping, and frequent movement of various supplies and/or equipment of 50 pounds or greater loads.

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Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.

Environmental Factors: Working conditions consist of indoor (heated and air-conditioned/cooled, and uncontrolled areas...hot, cold) and outdoor environments. Outside activity may take place in possibly adverse conditions. Essential functions may be occasionally performed with exposure to adverse environmental conditions, including exposure to damp/wet surfaces, dusty conditions, fumes, and odors. May encounter hazardous cleaning solvents and abrasive materials or compounds.

Daily schedules will vary... this includes daily work schedules as well as work locations and tasks to be performed. Work hours may begin as early as 7:00 AM or earlier, due to area access requirements and/or departments.

Normal work schedule is Monday through Friday, forty hours per week, with varying schedules possible on occasion. Unscheduled hours including holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. "On call" availability may be required. Employee is required to submit to designated Court representative time off requests for approval; any absences must be reported as soon as possible; record/report his/her work hours properly and to submit time records promptly.

APPLICATION INFORMATION

No resume will be accepted in lieu of an application form. Applications can be downloaded from the Gillespie County

"Employment Opportunities" link at <https://www.gillespiecounty.org/>

Please Return your completed application to:

Email: hr@gillespiecounty.org

In Person: Gillespie County Courthouse room 102-B

Mail: Gillespie County, 101 W. Main St., Mail Unit #11, Fredericksburg, TX 78624

Gillespie County is an Equal Opportunity Employer. A background check will be required of finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Gillespie County is a public employer; therefore, all applications are public information.

I have read and understand the essential duties / functions; skills and abilities; minimum requirements; and working conditions and schedules of this position.

Signature _____

Date _____