

Sevier County Job Description



Title: Maintenance Specialist Supervisor	Department: County Sheriff
Grade: 17	FLSA Status: Non-Exempt
Job Code: 835	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs a variety of **first-line supervisory and technical maintenance** duties requiring various skills including, carpentry, plumbing, electrical, painting, HVAC operation, custodial care and maintenance of grounds and related surroundings.

SUPERVISION RECEIVED

Works under general supervision of an assigned Sergeant or Lieutenant.

SUPERVISION EXERCISED

Provides close to general supervision to Custodian(s) and other maintenance personnel.

ESSENTIAL FUNCTIONS

- Performs ongoing administrative duties related to planning, organizing and managing building and grounds maintenance and upkeep;
- Implements work priorities and schedules, coordinates shift personnel, assigns work routines and monitors work;
- Regularly monitors performance and provides coaching for performance improvement and development;
- Recommends the purchase and use of all materials and supplies used for maintenance and repair projects;
- Conducts various inspections of heating, cooling, air handling, electrical, lighting, plumbing, fire equipment system and other building systems to determine the most cost-effective means of maintenance, repair or replacement;
- Monitors preventive maintenance schedules on custodial equipment ensuring effective operation and serviceability;
- Monitors inventory and orders supplies of custodial materials and equipment;
- Performs on-call duties or calling in of custodial personnel as needed to deal with emergencies;
- Performs cleaning, repairs and other custodial functions;
- Set up and take down at special events;
- Assembles furniture and miscellaneous items;
- Performs seasonal duties such as maintenance of sprinkler systems, snow removal, deicing, repairs, etc.;
- Coordinates and participates in planting and maintenance of lawns, trees, shrubs and other greenery;
- Monitors, evaluates and analyzes the health condition of horticulture and makes decisions for treatment when needed;

MINIMUM QUALIFICATIONS

1. **Educations and Experience:**

Graduation from high school or equivalent, plus one (1) year specialized training related to various maintenance disciplines such as plumbing, carpentry, electrical, mechanical, recreation, horticulture, landscaping or a related field, plus five (5) years of experience in above or related duties.

* An equivalent combination of education and experience may be considered.

2. **Knowledge, Skills, and Abilities:**

Considerable knowledge of

- Methods, materials and equipment used in general custodial work, facilities maintenance and repair;
- HVAC, MSDS safety precautions, mechanical and electrical engineering;
- Operation and repair of plumbing;
- Electrical and mechanical systems, boilers, small motors, etc.;
- Construction techniques and methods related to carpentry and electrical wiring;
- Equipment and materials used in construction and maintenance operations;
- Hazards and safety precautions common to maintenance and repair activities;
- Landscape and sprinkler system design and flow pumps and turf and greens management;
- Hazards and related safety precautions associated with equipment operations;
- Interpersonal communication skills.

Some knowledge of

- Legal environment related to safety and risk management practices and principles;
- Current building codes, standards;
- Principles of employee supervision.

Skill in

- The operation of various types of light equipment such as mower, 4x4 and 4x2 trucks, snow plow, etc.;
- Basic mechanics;
- PC Computer.

Ability to

- Plan, coordinate, direct and supervise personnel;
- Interpret regulations common to building, safety and risk management operations;
- Establish and maintain effective preventive maintenance programs, establish and upgrade MSDS precautions worksheet, policies and procedures;
- Keep operating records and prepare reports;
- Read and understand blueprints;
- Recognize and identify diseases common to turf and greenery;
- Establish and follow through on work priorities;
- Communicate effectively verbally and in writing;
- Maintain effective working relationships with employees, supervisors, vendors and the public.

3. Special Qualifications:

- Must possess a valid Utah Drivers license.
- May be subject to contact 24 hours a day, 7 days a week;
- Resident of Sevier County.

4. Work Environment:

- Workers in the position regularly work in both indoor and outside weather conditions.
- Tasks require a variety of physical activities, generally involving some muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting (frequently move up to 50 pounds and occasionally move up to 100 pounds).
- Talking, hearing and seeing essential to the performance of the job.
- Common eye, hand, finger dexterity needed.
- The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.
- The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- Mental application utilizes memory for details, verbal instructions, discriminating thinking and creative problem solving.
- Frequent local travel required in normal course of job performance.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. 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 provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)