

ASHLAND COUNTY
POSITION DESCRIPTION

Job Title: **BUILDING MAINTENANCE SUPERINTENDENT**
UNCLASSIFIED POSITION

County Office: Board of Commissioners

Immediate Supervisor: Board of Commissioners

Positions Supervised: Maintenance Workers, Custodians

JOB RESPONSIBILITIES:

Under direction, the Building Maintenance Superintendent performs and or supervises preventative maintenance duties and the maintenance and janitorial personnel.

QUALIFICATIONS:

*High School diploma, and

*Minimum two (2) years experience in building maintenance repair and supervision, with working knowledge of plumbing, electrical repair, carpentry and HVAC

OR

*An equivalent combination of education, training and experience

AND

Must be able to pass a BCI background check and maintain a clean record.

*Valid Ohio driver's license and an acceptable driving record

Must be able to obtain and carry an Ohio Commercial Pesticide license for Cat# 5 Vegetation Killer and Core within a specified amount of time.

WORKING CONDITIONS:

*Must be able to respond to emergency calls twenty-four (24) hours a day

*Work outdoors and in adverse weather conditions, as required

*Travel between buildings, as required

*Required to use personal protection equipment, when appropriate

*Required to complete training for climbing ladders and using equipment

An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

KNOWLEDGE OF:

- Dept. practices and procedures*
- Maintenance equipment & procedures
- Plumbing repair methods
- Carpentry & masonry
- Project specification requirements*
- OSHA compliance requirements*
- Supervisory methods*
- Building maintenance requirements and methods
- Electrical repair methods
- HVAC repair methods
- Grounds maintenance requirements
- ADA compliance requirements*
- Building safety requirements*
- Employee training methods*

SKILLS and ABILITIES to:

- Interact with and respond appropriately to employees, elected officials, contractors and the public
- Develop and maintain an effective working relationship with supervisor and coworkers
- Establish performance standards
- Identify employee strength and weaknesses
- Ensure the quality of work as measured against established standards
- Identify employee behavior that requires discipline
- Maintain a positive work environment
- Define problems, collect data and draw valid conclusions

TIME ILLUSTRATIVE DUTIES: The duties listed below are intended to depict tasks performed by this classification

MAINTENANCE and FACILITIES SUPERVISION

- ◆ Repair minor electrical malfunctions
- ◆ Installs and replaces light fixtures, bulbs, switches and plugs
- ◆ Installs and maintains cameras, monitors, locking systems, security lighting and other related fixtures
- ◆ Assembles, installs and repairs plumbing pipes, fixtures and fittings and opens clogged drains
- ◆ Performs minor repairs to heating system and air conditioning units
- ◆ Installs drywall and paints walls, ceilings and building exteriors as needed
- ◆ Repairs walls, ceilings and floors
- ◆ Performs small cement jobs
- ◆ Repairs and cleans windows
- ◆ Repairs roofs as needed
- ◆ Performs preventative maintenance
- ◆ Maintains records of maintenance activities
- ◆ Orders and picks up maintenance supplies as needed
- ◆ Moves furniture and records as needed
- ◆ Assembles specifications for maintenance and repair projects
- ◆ Obtains estimates for maintenance repairs and projects and meets with Commissioners
- ◆ Maintains inventory of maintenance and cleaning supplies and equipment
- ◆ Orders cleaning equipment and supplies as needed

GROUNDSKEEPING SUPERVISION

- ◆ Sweeps walkways and picks up and disposes of trash
- ◆ Maintains lawn including mowing, watering, weeding, trimming, raking and spraying
- ◆ Plants grass and shrubs
- ◆ Cares for shrubs and flowers
- ◆ Shovels and moves dirt manually or with tractors
- ◆ Cuts small trees with chain saw
- ◆ Plows and shovels snow and spreads salt for ice control

WORK SUPERVISION

- ◆ Assigns and monitors work of employees to ensure work is done correctly and in compliance with policies and procedures
- ◆ Provides on-the-job training to employees
- ◆ Provides input to employee performance evaluations
- ◆ Ensures effective communication of information to employees

MISCELLANEOUS

- ◆ Attends meetings and serves on temporary committees, as requested
- ◆ Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars, and in-service training
- ◆ Performs additional duties and assignments, as requested