



MAINTENANCE SUPERVISOR

Classification Title: 460
FLSA: Exempt
EEOC: 02

GENERAL STATEMENT OF DUTIES:

Provides supervision to the staff that maintains and repairs county facilities; performs oversight and supervision of repair work on heating and refrigeration units and other physical plant equipment; does other related work as required.

SUPERVISION RECEIVED:

Works under the supervision of the Facilities Division Manager who outlines operating policies and reviews work for conformance to standards through direct observation and regular meetings.

SUPERVISION EXERCISED:

Exercises full supervision over a number of employees engaged in the maintenance and repair activities of county facilities; participates in the selection of new personnel; provides for training; evaluates performance and recommends personnel transactions.

EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following)

1. Assists in the direction of the custody and care of county facilities. Serves as the back-up contact in the absence of the Facilities Division Manager.
2. Determines priorities and schedules maintenance work to be completed; communicates schedule to affected departments; prepares daily work schedules and assigns personnel to respective jobs; reviews work for conformance to standards.
3. Resolves maintenance issues; conducts research, analyzes proposed solutions and alternatives.
4. Manages projects; estimates costs, procures required mechanical and electrical permits, ensures time lines are met, evaluates work, conducts final evaluations, and ensures all problems are corrected.
5. Interprets division, departmental, and county policies and procedures.
6. Determines technical and safety training needs, sets up training programs and evaluates effectiveness.
7. Assists in monitoring of expenses and budget preparation; forecasts projects.

8. Supervises skilled preventative and corrective maintenance on electrical, mechanical, pneumatic, hydraulic and steam equipment.
9. Supports and facilitates the department's mission to provide efficient, responsive and quality services to customers and clients.
10. Supervises employees for adherence to applicable safety standards; evaluates and maintains department equipment in a safe condition.
11. Operates mechanical and electrical systems and evaluates proper operation of these systems; assists in maintaining- machinery records.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILLS AND ABILITY:

Thorough knowledge of: Principles, practices and methods of building operations, including the heating, cooling and electrical systems found in large office buildings and corrective maintenance of them.

Considerable knowledge of: Mechanical equipment and materials used in the operation of large commercial or public buildings; principles of preventative maintenance.

Working knowledge of: Construction management and computer programs (word processing and specialty programs).

Ability to: Plan and organize work; perform from written and oral instructions; communicate effectively in both oral and written form; maintain cooperative relationships with department officials, other county personnel, tenants, and subordinates; convey information in a timely and clear manner; develop and maintain internal and external customer satisfaction parameters; supervise employees and coach for optimum performance; understand and exhibit sound preventative maintenance skills; identify, report and/or correct malfunctioning equipment; seek out opportunities to improve the maintenance, security and efficiency of county facilities; analyze problems and determine appropriate actions with available alternatives; operate a computer; operate a motor vehicle.

EXPERIENCE AND TRAINING:

1. Associate of Sciences degree in mechanical field or business management; **AND**
2. Five years of experience in building operation and maintenance, three years of which must include supervisory experience; **OR**
3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

NECESSARY SPECIAL QUALIFICATIONS:

1. Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services. **In order to qualify for this position, you must complete the driving history release form included in the employment application.**
2. Must possess and maintain proof of personal automobile liability insurance at a minimum in the amount required by Oregon Law [ORS Chapter 806].
3. Possess, or obtain within 60 days of hire, certification for Proper Refrigerant Usage.
4. Must pass a criminal history background check.

ADOPTED: 11/88**REVISED: 4/90, 8/95, 9/01; 6/03; 09/08****MR: 09/08**