

MEDINA COUNTY COMMISSIONERS

Job Description SUPERINTENDENT 1 MAINTENANCE



SUMMARY

Receives administrative direction from the Building Maintenance Superintendent. Exercises direct supervision over Building Maintenance personnel. Supervision is exercised over skilled and semi-skilled employees. Plans, organizes, directs and manages the activities of Building Maintenance Department including technical and general maintenance, renovation, and custodial services. Assists the Building Maintenance Superintendent in estimating labor and material costs, preparing plans and reviewing skilled building trades work. The Assistant Superintendent will assume the Superintendent's duties and responsibilities as required.

PRINCIPLE DUTIES & RESPONSIBILITIES:

- I. Assists the Building Maintenance Superintendent in managing and directing the Building Maintenance department. In the absence of the Building Maintenance Superintendent, plans, organizes and supervises the work on the order of carpentry, heating/air conditioning, painting, plumbing, welding and other miscellaneous work. Assumes the responsibility of the Superintendent as needed. Assists in developing and implementing departmental goals, objectives, policies and procedures. Assists in planning, organizing and directing in the development of the building maintenance work plan; Assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures. Assists in recommending maintenance and operating procedures for new facilities prior to and during construction. Plans, lays out and schedules activities involved in constructing and remodeling buildings; prepares estimates of needed equipment, materials, supplies and labor; coordinates maintenance activities with other agencies; supervises the repair of all types of building, mechanical and structural problems; reviews completed work orders; assists in establishing work policies, maintenance and repair standards. Operates vehicles safely.
- II. Assists in preparing the Building Maintenance department budget; assists in budget implementation; participates in the forecast of funds needed for staffing, equipment, materials and supplies; administers the approved budget. Controls expenditure of allotted funds. Recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; recommends discipline; implements discipline procedures as directed; maintains discipline and high standards necessary for the efficient and professional operation of the Department.
- III. Builds and maintains positive working relationships with co-workers, other County employees and the public using principles of good customer service. Represents the Department to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary. Researches and prepares technical and administrative reports; prepares written correspondence.
- IV. Examines, prepares and maintains various work related documentation to reflect department activity (e.g., maintain files regarding projects, prepare correspondence to include cost justification of planned projects, inspections, method and procedures, inventory of parts and equipment, etc). Based on departmental need, performs special studies of cost saving equipment and methods; assists in development of plans for new equipment/grounds maintenance, etc.).
- V. Perform related duties as assigned.

Class #: 53133C Class Title: Building Maintenance Superintendent 1 Position Control #: 10012.0 Unit: Maintenance Dept.
Normal Working Hrs: Fr 7:00 am to 3:30 pm County of Employment: Medina Working Title: Building Maintenance Superintendent 1
Pos # & Title of Supervisor: 10419.0, Maintenance Superintendent 2

Class Title / Position Number of Position(s) Supervised:

**Repair Worker – 10055.0, 10140.0, 10292.0, 10287.0, 10269.0, 10375.0, 10263.0, 10488.0 10273.0,
10376.0, 10264.0, 10013.0 (Class No. 53111)**

Custodial Worker – 10250.0 (Class No. 42111)

Department Director: _____

Date: _____

Human Resources: _____

Date: _____

Appointing Authority: _____

Date: _____

	KNOWLEDGE ▲ SKILLS ▲ ABILITIES	PRINCIPLE DUTIES
Knowledge:	<ul style="list-style-type: none"> (1) Applicable building & construction codes; Pertinent local, State & Federal rules, regulations & laws (2) Principles & techniques of administrative management including organization, planning, staffing, training, supervising, budgeting & reporting (3) Principles & practices of work safety; (4) Project management, such as documentation, survey & inspection requirements, public relations, contractor relations & employee relations; (5) Governmental budgeting principles & procedures; (6) Principles & practices of building & mechanical trades & facilities maintenance; (7) Equipment, tools & materials used in building & mechanical trades & facilities maintenance; (8) Principles & practices of leadership, motivation, team building & conflict resolution; (9) Office procedures, methods & computer equipment; (10) Principles & practices of policy development; (11) Thorough knowledge of building structures, maintenance & construction; (12) Thorough knowledge of mechanical maintenance & repair methods; (13) Thorough knowledge of work standards & practices in the building trades; 	<ul style="list-style-type: none"> Plans, organizes & supervises work of semi & skilled trades; Evaluates work products, methods & procedures; Provide technical training in areas of buildings, equipment & grounds maintenance; Inspects work, ensures compliance w/ applicable codes, specs, plans & policies; Prepares estimates of needed equipment, materials, supplies & labor; Reviews completed work orders; assists in establishing work policies, maintenance & repair standards; Assists in recommending maintenance & operating procedures for facilities; Supervises the repair of all types of building, mechanical & structural problems; Assists in development of plans for new equipment/grounds maintenance, etc; Makes minor judgments to resolve problems;
Skills:	<ul style="list-style-type: none"> (14) Communicate clearly & concisely, both orally & in writing; (15) Analyze problems, identify alternative solutions, project consequences of proposed actions & implement recommendations in support of goals; (16) Gain cooperation through discussion & persuasion; (17) Interpret & apply county & department policies, procedures, rules & regulations; (18) Supervise, train & evaluate personnel; (19) Plan & direct the work of a variety of skilled workers; (20) Establish & maintain effective working relationships with officials, contractors, skilled, semi-skilled workers, employees & the general public; 	<ul style="list-style-type: none"> Maintains discipline & high standards necessary for efficient, professional operation of Department; Formulates dept. maintenance procedures; Inspect buildings, premises/grounds & equipment for compliance; Assist in developing & implementing departmental goals, objectives, policies & procedures; Coordinates maintenance activities with other agencies; Builds & maintains positive working relationships; Controls expenditure of allotted funds; Assists in development of plans for new equipment/grounds maintenance, etc;
Ability:	<ul style="list-style-type: none"> (21) Ability to read & interpret building plans & specifications; (22) Ability to draw plans & write specifications for building repair & minor construction; (23) Ability to inspect & evaluate the work of skilled workers & others in construction, maintenance & repair projects; (24) Prepare complete plans, specifications, schedules & material & labor cost estimates & computations; (25) Set goals, monitor progress, & adjust resources to accomplish objectives; (26) Assess situations & make appropriate judgments; (27) Direct & motivate employees; (28) Instruct, supervise & evaluate employees; (29) Communicate clearly & concisely, both orally & in writing; (30) Talk, hear, stand, sit, walk, use hands to finger, handle & feel objects & tools; reach with hands & arms; 	<ul style="list-style-type: none"> Supervise/coordinate maintenance remodeling & preventive maintenance repair projects; Makes minor engineering & construction judgments to resolve problems; Provides or coordinates staff training; Establishes schedules & priorities for maintenance, repair & construction projects; Participate in forecast of funds needed for staffing, equipment, materials & supplies; Conducts performance evaluations; Prepare & maintain various work related documentation to reflect department activity; Recommends discipline; implements discipline procedures as directed;

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

MINIMUM CLASS REQUIREMENTS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- 1) High School Diploma or equivalent;
- 2) Completion of two years' college or trade school course work in construction or one of the building trades;
- 3) A minimum of three years' supervisory experience in building construction and maintenance at the level of a Public Buildings Supervisor.
- 4) Possess valid Ohio driver's license with good driving record.
- 5) Proof of adequate vehicle insurance

COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift light weight.
- Regularly required to talk or hear, stand, walk, use stairs, sit; use of hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Access to automobile, maintain insurance & travel independently in changing weather conditions.
- Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from county employees/agencies or members of the general public.
- Requires a combination of job functions using judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.
- Requires using independent in selecting alternative courses of action in performing job functions according to a variety of prescribed policies or procedures.

MAJOR WORKER CHARACTERISTICS

- Knowledge of management principles/techniques; training & development;
- Safety practices pertaining to building maintenance;
- Skill in building maintenance (e.g., electrical, plumbing, carpentry, masonry, sheet metal, painting, plastering, steam fitting, refrigeration, heating maintenance & repair & use of associated hand &/or power tools & other equipment);
- Ability to speak and understand English in a manner to carry out essential job duties;
- Ability to define problems, collect data, establish facts & draw valid conclusions;
- Establish friendly atmosphere as supervisor;
- Handle sensitive inquiries from & contacts with other agencies' personnel & general public;
- Prepare meaningful, concise & accurate reports;
- Read & interpret blue prints;