

MEDINA COUNTY COMMISSIONERS

Job Description SUPERVISOR - JAIL MAINTENANCE



SUMMARY

Under the direction of the Maintenance Superintendent, the Maintenance Supervisor - Jail is accountable for the quality, effectiveness, and efficiency of all assigned maintenance staff and resources and the successful completion of projects, programs, assignments, and tasks. This position is responsible for the maintenance, repair and installation of plumbing, heating and electrical equipment and for the maintenance and repair of buildings. This position is also expected to provide performance evaluations, work planning, scheduling, maintenance project planning, goal setting, and discipline/counseling. Tact and firmness are required in dealing with contractors, prisoners and the general public. Works independently in performing and supervising assigned tasks. Work is evaluated on the basis of compliance with work orders and success in keeping equipment in proper working condition.

PRINCIPLE DUTIES & RESPONSIBILITIES:

- I. Receives maintenance requests and ensures that each request is handled efficiently and appropriately. Provides direction and supervision to assigned maintenance personnel. Develops, implements and performs a routine facility maintenance schedule. Schedules short and long range maintenance work by evaluating status of property, equipment, systems, installations, and facilities and planning for replacement, repair, renovation, preventative maintenance, and cleaning. Assists Superintendent with projects and assignments such as budget preparation, purchasing, safety inspections, contracting, long range planning, and staffing. Tracks expenditures and provides Superintendent with periodic updates including identification of savings recommendations and potential and actual problem areas. Maintains all tools in a secure storage area; issues tools in accordance with a prescribed system of internal accountability; conducts routine inventory of all tools; maintains tool report. Ensures all hazardous/toxic materials are stored in original containers with warning labels and are maintained in a secure area.
- II. Engages, investigates, or resolves, under supervisory review, a variety of employee and labor relations matters, such as labor agreement administration, grievance handling, work load and assignments, and the application of County personnel and payroll policies and procedures.
- III. Provides formal and informal training, demonstrations and explanations to staff. Researches, develops, and recommends a variety of training,. Ensures that staff members are performing in accordance with established quality, legal, safety, and County standards. Works closely with Superintendent and Human Resources on recruiting, hiring, selection, and retention of all subordinate employees by conducting interviews and selecting finalists for vacant positions.
- IV. Performs skilled work in the installation, maintenance, and repair of jail equipment; Maintains and repairs refrigeration, electrical heating and cooling equipment. Rebuilds and installs electric and gas hot water heaters, and related water systems. Replaces faulty switches, sockets, plugs, fuses, insulators, and other parts of electrical systems pertaining to HVAC. Designs and implements preventative maintenance schedules. Plows/shovels snow; salts parking areas and walkways. Escorts/Supervises any private or contract repair/maintenance workers while inside the secure perimeter of the county jail.
- V. Monitors worker performance/ effectiveness, information flow, communications methods, and work methods and standards. Ensures all work supervised is performed in a correct, safe, and efficient manner. Takes all necessary corrective action, including reassignment, schedule changes, resource allocation, training, discipline, and counseling. Evaluates worker performance via formal annual evaluation system and on a systematic, ongoing basis. Builds and maintains positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- VI. Perform related duties as assigned.

Class #: 53131C Class Title: Building Maintenance Supervisor Position Control #: 10016.0 Unit: Maintenance Department
Normal Working Hrs: Fr 7:00 am to 3:30 pm County of Employment: Medina Working Title: Maintenance Supervisor - Jail
Pos # & Title of Supervisor: 10419.0, Maintenance Superintendent 2

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

Repair Worker –10140.0, 10292.0, 10287.0, (Class No. 53111)

Department Director: _____

Date: _____

Human Resources: _____

Date: _____

Appointing Authority: _____

Date: _____

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) Associate's degree or two years of college level course work in a maintenance related field and two years of increasingly responsible experience in a related field which would provide the incumbent with experience in municipal maintenance operations including at least one (1) year of experience in a supervisory capacity; or any combination of relevant and related education, training, and experience which would demonstrate the individual's possession of the knowledge, skills, and abilities to perform the duties listed above.
- 3) Possess valid Ohio driver's license with good driving record.
- 4) Proof of adequate vehicle insurance

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, 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 inquiries from & contacts with other agencies' personnel & general public;
- Prepare meaningful, concise & accurate reports;

	KNOWLEDGE ▲ SKILLS ▲ ABILITIES	PRINCIPLE DUTIES
Knowledge:	<ul style="list-style-type: none"> (1) Techniques, methods, operations & equipment used in maintenance programs; (2) Scheduling & maintenance management systems; (3) Standard supervisory practices & methods; (4) Basic budget development, preparation, & organization; (5) Employee development, coaching, & training methods, techniques, & practices; (6) Standard practices, methods, techniques & regulations pertaining to employee selection, evaluation, & discipline; (7) Crafts, trades, & technical work performed by staff; (8) Issues & problems encountered in employee relations, labor relations, human relations, & customer service ; (9) Safety regulations, workplace safety awareness programs, accident prevention programs, & hazard identification, mitigation, & avoidance programs; 	<ul style="list-style-type: none"> Ensures staff perform in accordance with established safety, & County standards; Performs work in the installation, maintenance, & repair of jail equipment; Ensures hazardous/toxic materials are stored in original containers with warning labels & maintained in a secure area; Directs & supervises assigned personnel; Schedule short/ long range maintenance work; Evaluates performance via formal annual evaluation system; Take corrective action, including reassignment, schedule changes, resource allocation, training, discipline, & counseling; Provide formal & informal training
Skills:	<ul style="list-style-type: none"> (10) Translating plans & strategies determined by superiors into action at the functional level; (11) Analyzing issues & situations; recommends effective solutions; (12) Interpret & apply County & department policies, procedures, rules & regulations; (13) Supervise, train & evaluate personnel; (14) Establish & maintain effective working relationships with officials, contractors, skilled, semi-skilled workers, employees & the general public; (15) Plan, organize, direct, control, & supervise the work of others; (16) Implement routine & complex short & long range plans; (17) Accomplish goals & objectives that are congruent with plans & service standards; (18) Motivate & encourage workers to meet productivity, safety, customer service, & behavior goals; (19) Inspect, monitor, & ensure quality standards are met in the work performed; (20) Collect data to make recommendations for improvements in systems, structures, & services; (21) Select & apply verbal & written communication methods; 	<ul style="list-style-type: none"> Directs & supervise assigned personnel; Schedule short/ long range maintenance work; Recruits & selects for vacant positions; Performs work in the installation, maintenance, & repair of jail equipment; Designs & implements preventative maintenance schedules; Monitors performance/ effectiveness; Evaluates performance via formal annual evaluation system; Builds/maintains positive working relationships with co-workers, other County employees & public using principles of good customer service; Engage, investigate, or resolve, a variety of employee & labor relations matters; Ensures each request is handled efficiently & appropriately;
Ability:	<ul style="list-style-type: none"> (22) Ability to successfully & skillfully operate vehicles & equipment & perform functional level maintenance work; (23) Ability to effectively coordinate, monitor, & complete multiple, ongoing projects, tasks, & assignments; (24) Ability to inspect & evaluate the work of staff & others in maintenance & repair projects; (25) Ability to Maintain high personal level of motivation, job satisfaction, & productivity; (26) Ability to set goals, monitor progress, & adjust resources to accomplish objectives; (27) Ability to make sound decisions & use good judgment in both routine & emergency situations; (28) Ability to communicate clearly & concisely, both orally & in writing; (29) Ability to understand, use, & apply technical specifications, manuals, policies, guidelines; 	<ul style="list-style-type: none"> Ensures each request is handled efficiently & appropriately; Assists Superintendent with projects & assignments; Engage, investigate, or resolve, a variety of employee & labor relations matters; Provide formal & informal training; Performs work in the installation, maintenance, & repair of jail equipment; Designs & implements preventative maintenance schedules; Take corrective action, including reassignment, schedule changes, resource allocation, training, discipline, & counseling;

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

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

- Ability to climb ladders.
- Requires a considerable amount of physical activity, including extended periods of sitting, standing, walking, kneeling, bending, crouching, reaching, stooping and climbing.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to transport themselves to and from various locations throughout County.
- Tolerate contact with or exposure to dirt, dust, noise, noxious/offensive odors, poor lighting, and heights up to 10 feet, electrical hazards, hazardous chemicals, vibrations, dampness, wetness and inclement weather conditions.
- Ability to frequently push, pull, lift and/or carry equipment, supplies and other materials weighing up to 25 lbs., and to occasionally push, pull, lift and/or carry equipment, supplies and other materials weighing up to 100 lbs..
- Possess the hand-eye coordination and manual dexterity to use hands and arms to reach, finger, handle, grasp and feel; climb in and out of vehicles; and operate vehicles, lawnmowers, hand and power tools and any other equipment used to perform the essential functions of the job.