POSITION TITLE: Building Maintenance Supervisor

REPORTING TO: Fall River County Commission

SALARY: Salary and all benefit selections available to County employee

HOURS: 40 hours per week, hours required to maintain systems

LOCATION: Fall River County Courthouse, Hot Springs, SD

**PURPOSEOF THE POSITION:** Under the direct supervision of the Fall River County Commission the Building Maintenance Supervisor identifies, directs, and performs skilled and semi-skilled building maintenance tasks as assigned in areas such as cleaning, carpentry, painting, plumbing, electrical, locksmith, refrigeration, heating (boiler and steam heat), ventilation, and air conditioning, to insure the maintenance, repair, safety, and operating needs of the facility.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

* Determining the task tools or equipment necessary to complete work assignments, minor system checks and repairs, and the substitution of materials when appropriate.
* Decisions include the determining priority of tasks, cost, method, purchase of materials, and whether to replace or repair, what to do with equipment problems, how to deal with problems with employees or trustees, special tasks designs, and if projects are competed satisfactorily according to safety and code requirements. Determining yearly budget and personnel needs for current and long range tasks.
* Challenged to keep up with work orders and routine jobs while being able to respond to emergency situations. This is difficult because of the need to mix a variety of duties to complete all tasks. Typical problems include making repairs while other staff are using the machine or are working in the area, repairing older equipment when parts are no longer available, maintaining appropriate paperwork, and making repairs quickly to eliminate down-time, and arranging tasks while court house is not in use by office staff.
* Will have contact with contractors, sales agents, and contact with facility personnel while completing work projects.
* May direct work of students, inmates, trustees, temporary, and seasonal employees on specific assignments.
* Schedules preventative maintenance program, schedules tasks and provides physical labor on a variety of routine building maintenance tasks.
  + Transports materials, unloads, and places materials at the work site.
  + Performs skilled and semi-skilled labor on a variety of building maintenance projects using hand and power tools.
  + Mixes and pours concrete for repairs to include sidewalks, approaches, steps or floors.
  + Hangs pictures, mirrors, bulletin boards, clocks, or handrails and suspended ceiling.
  + Installs curtain and shower rods, door stops, door closures, knobs, hinges, and locks.
  + Provides general construction assistance by preparing sites for concrete, operating a jackhammer, back filling and compacting dirt, and cleaning up worksites or areas.
  + Performs cleaning tasks and floor care.
  + May serve as a certified asbestos removal worker on small projects,
  + Applies or repairs ceramic and plastic titles and lays linoleum and carpet.
  + Approves leave requests and scheduling for maintenance department.
  + Conducts performance review.
* Determines method, cost, and tools needed to perform tasks to meet code requirements.
* Determines if assistance by licensed professional is needed to insure proper repair and safety of a task.
  + Inspects defective or worn parts and lubricates gears, bearings, pulleys, other parts, machinery, and equipment to ensure its continued operation.
  + Greases, oils, and changes filters and belts on heating, cooling, and refrigeration equipment.
  + Cleans coils on air conditioning units.
  + Removes, lubricates, cleans and installs window air conditioners.
  + Repairs or replaces room thermostats and room heat detectors.
  + Installs fabricated ductwork.
  + Repair locks and locking mechanisms and cuts keys using codes and key cutter.
  + Maintain interior and exterior of building and grounds.
* Prepares surfaces for finishing to provide an acceptable finish to the item or area.
  + May mix paint using a color machine and/or charts.
  + Prepares surfaces for finishing by sanding and/or cleaning.
  + Applies paint, varnish, and other finishes to buildings, cabinets, desks, shelves, and other items or structures.
  + Sprays texture on walls and ceilings.
* Assists with plumbing projects to maintain plumbing systems for facility.
  + Carries and places pipes and lines as directed.
  + Repairs or replaces plumbing fixtures and water or steam pipes.
  + Unplug sinks, drains, and toilets.
  + Cleans traps and pipes mechanically or chemically.
  + Digs trenches by hand or with a backhoe.
* Assists in the completion of electrical tasks to ensure the continued and safe operation of electrical systems.
  + Repairs or replaces lights, switches, and outlets.
  + Measures and cuts conduit and runs wires through the conduit.
  + Replaces fuses, light bulbs, fluorescent tubes, and ballast.
  + Replaces belts, motors, and bearings on appliances.
  + Replaces small 110 volt electric motors.
* Assists with carpentry projects to complete assigned projects.
  + Repairs or replaces broken doors, windows, screens, and ceiling tiles.
  + Installs fabricated cabinets and plastic laminated surfaces.
  + Measures, cuts, and nails lumber, sheetrock and paneling.
  + Repairs roofs by replacing shingles or applying other roofing materials.
* Performs other work as assigned.
* Schedules, assists, or performs general cleaning.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE:**

* Knowledge of the methods and practices of general building and facility maintenance
* Knowledge of building construction, code, and safety and hazards, blueprint design
* Knowledge of tools and equipment associated with the tasks of the position
* Knowledge of basic electrical, carpentry, plumbing processes and repairs.

**SKILLS:**

* Skill to communicate information clearly and concisely
* Skill to use a variety of hand and power tools
* Skill to deal tactfully with others.

**ABILITIES:**

* Ability to plan and schedule work assignments and keep accurate records.
* Ability to do prolonged standing, bending, and working in cramped areas
* Ability to work on roofs, from ladders, and on scaffolding.
* Ability to work in inclement weather
* Ability to work with hand or power tools
* Ability to work with many tools and may be exposed to dangers associated with electricity, natural gas fumes, sharp blades or rotating devices, and steam lines.
* Ability to follow oral and written instructions
* Ability to lift a minimum of 50 pounds

**EDUCATION & EXPERIENCE:**

* Must have graduated from an accredited high school or obtained a GED
* May require the possession of specific license or certification.
* Must possess a valid South Dakota driver’s license.
* A minimum of two years’ experience working in the various trades
* Supervisory experience preferred
* Must have completed coursework in office practices

**ADVANCEMENT/PROMOTION:**

Wages may increase with position advancement/promotion.

THIS POSITION DESCRIPTION SHOULD NOT BE CONSTRUED TO IMPLY THESE REQUIREMENTS ARE THE EXCLUSIVE DUTIES OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES AS MAY BE ASSIGNED.