



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Maintenance Supervisor</u>	NEW: <u>X</u>	REVISED: _____
	(Please check one)	
REPORTS TO: <u>Deputy Director, Facilities</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>04/2025</u>
DEPARTMENT: <u>Facilities Management</u>	JOB CODE: <u>801</u>	

SUMMARY:

The Facilities Maintenance Supervisor provides leadership for the Facilities Maintenance division and manages the day-to-day operations by maintaining and providing procedural support for Facilities operations at the County's facilities, assessing the program's effectiveness and efficiency, and providing recommendations for improvements to departmental maintenance processes.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Performs and oversees semi-skilled and skilled work in the following areas: electrical, mechanical, plumbing, heating, ventilation, and air conditioning (HVAC); carpentry, construction; and network cabling.

Hires, coaches, disciplines, and performs staff evaluations. Coordinates and conducts ongoing employee training and provides instructions and on-the-job training to staff. Delegate tasks to employees and inspect completed work for conformance to standards; assume responsibility for the correct completion of assignments. Resolves subordinates' complaints or consults with the Director or Human Resources. Manages employee hours worked, timecards, and leave requests utilizing timekeeping software. Works with the Service Coordinator to develop and implement the on-call schedule.

Develops and implements preventive maintenance and maintenance plans and schedules to ensure that all facilities and equipment are adequately maintained and repaired as necessary.

Monitors and controls supply and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement. Coordinates with vendors for bid specifications for maintenance equipment and services. Maintains oversight of purchases and budgetary expenditures.

Schedules work orders. Assists with preparing the division budget and submitting budget recommendations for equipment and supplies. Participates in developing bid specifications and reviewing bid submissions.

Responsible for preventive maintenance of MEP systems, minor masonry repairs, and carpentry.

Reviews gauges and meter readings relating to pneumatic air, water pressure, chemical and solids content, refrigerant pressure, oil pressure, and contaminant content.

Determines operational problems and the best procedure to correct problems. Reports major issues to the administrative team. Conducts periodic quality checks on equipment and systems. Checks equipment for proper operation fluid levels, changes filters, replaces worn belts, changes oil, lubricates bearings and corrects problems. Informs administrative team of deficiencies and contacts outside contractors when appropriate.

Monitors building temperatures and adjusts as required.

Repairs and maintains plumbing and HVAC systems, pipes, valves, toilets, sinks, water heaters, and water softeners; visually inspects and tests machinery and equipment; listens for unusual sounds from machines or equipment to detect malfunction; repairs and maintains physical structure of establishment.

Performs installation, preventive maintenance, and repairs on all refrigeration, heating, and ventilating equipment, control systems, and associated computer control systems.

Discusses machine operation variations with maintenance staff or other maintenance workers to diagnose problems or repair machines; dismantle defective machines and equipment; and install new or repaired parts.

Regularly inspects facilities, identifies areas for improvement, and takes appropriate action. Responds to emergencies and take suitable measures to ensure the safety of employees and visitors.

Lays out, assembles, installs, and maintains pipe systems and related hydraulic and pneumatic equipment; operates cutting torch or welding equipment; sets up and operates machine tools. Orders parts, equipment, and supplies; maintains various records and files.

Assists with snow removal operations and other emergency activities, which require occasional extended shifts after regular working hours, including weekends and holidays.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Strong knowledge of Boone County Human Resources policies and procedures.
2. Advanced knowledge in resolving various emergencies about maintenance (electrical, mechanical, plumbing, etc.).

3. Extensive knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities.
4. Ability to understand OSHA regulations and safety procedures for maintenance activities and tools.
5. Aptitude to inspect buildings, equipment, and systems to identify any issues.
6. Advanced skills in reading and interpreting plans and documents such as operating and maintenance instructions and procedure manuals.
7. Skill in applying basic mathematical concepts to compute rate, ratio, and percent and to draw and interpret graphs.
8. Skill in reading and interpreting sketches, diagrams, and blueprints.
9. Advanced knowledge in operating standard hand and power tools, gauges, and meters.
10. Advanced knowledge in managing heating and plumbing systems.
11. Advanced leadership skills.
12. Excellent time management, organizational skills, and attention to detail.
13. Ability to maintain professional composure in stressful and complex situations.
14. Ability to establish and maintain cooperative working relationships with co-workers, other County employees, and the public.

PHYSICAL DEMANDS:

Position requires side-to-side turning of the neck, walking, standing, bending and stooping, pushing/pulling, twisting at the waist, and moderate wrist torque. Operate mechanical equipment and perform work in unusual and sometimes difficult positions. Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors. Requires the ability to squat, kneel, reach above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50 lbs. from below waist to above shoulders and transporting distances up to 50 feet; sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils, electronic components, and repair tools. Ability to operate a motor vehicle.

WORK ENVIRONMENT:

May be exposed to wet/humid conditions, inclement outdoor weather, vibration, extreme temperatures, and mechanical oils. This position is occasionally exposed to airborne particles/fumes, moving mechanical parts, risk of electrical shock, potentially hazardous or cancer-causing agents/chemicals, or loud noise levels. May be required to work in confined spaces, hazardous traffic conditions, or high/dangerous places. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities. This position is required to work in a variety of settings, including adult and youth correctional facilities.

MINIMUM QUALIFICATIONS:

A high school diploma or GED, 10 plus years of maintenance and repair experience, and experience with fans, pumps, and equipment and controls associated with HVAC systems, fire sprinklers, refrigeration systems, and plumbing are required. A valid driver's license is required.

PREFERRED QUALIFICATIONS:

HVAC certification.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.