

BUILDING MAINTENANCE SUPERVISOR (CORRECTIONAL FACILITY)

DISTINGUISHING FEATURES OF THE CLASS:

This supervisory position is responsible for the maintenance of buildings and equipment at the Sheriff's Department and County Jail. The incumbent supervises and participates in the efficient and economical performance of all maintenance operations including heating and ventilating systems. The incumbent also assumes responsibility for ensuring staff follow proper protocols working in restricted areas and that all tools and materials are strictly accounted for. Work is performed under the general supervision of the Corrections Administrator or his/her representative. Supervision is exercised over the work of building maintenance, skilled trades and heating and ventilating staff.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Supervises assigned staff including training in proper procedures, evaluation of work, conducting performance appraisals, and taking corrective action as needed;
2. Oversees unit logistics including the establishment of work methods, scheduling of projects and staff, coordinating work with vendors and outside contractors, overseeing time and attendance, and ensuring proper communication between the unit and other staff;
3. Reviews building maintenance problems and develops up-to-date maintenance procedures and preventive maintenance programs;
4. Oversees building maintenance and renovation projects by scheduling and participating in work assignments and reviewing completed work done by in-house personnel and outside contractors;
5. Maintains all tools in a secure storage area and oversees a prescribed system of issuance, collection and accountability of such tools and equipment;
6. Escorts and oversees private and contract repair workers while inside the secure areas;
7. Oversees the coordination of work assignments done by building maintenance, skilled trades and heating and ventilating staff;
8. Assumes responsibility for the inventory of materials, parts, equipment, tools, work clothes, and requisitions same when needed;
9. Reviews records, makes and reviews reports of building maintenance, repairs, preventive maintenance, and renovation projects;
10. Assists the Jail Business Manager in developing an operational budget for building maintenance;
11. Serves as a liaison between the Jail Administration and contractors involved in maintenance projects;
12. May participate in grounds keeping and snow removal activities;
13. May be required to operate a motor vehicle in connection with assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of the field of building maintenance, repair and renovation, including heating and ventilating systems and specialized security related systems, sufficient to oversee and participate in the operation of a campus composed of offices, jail facilities and other structures and grounds;

Knowledge of the field of building construction sufficient to give significant input and coordinate activities with existing staff on contracted construction projects;

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: (Cont'd)

Knowledge of account keeping and budgeting sufficient to oversee a functional unit involved in maintenance and renovation projects, including a significant number of contracted services;
Knowledge of current issues, trends and regulations concerning maintenance of correctional facilities sufficient to managed a unit of maintenance and repair staff;
Ability to understand blueprints, diagrams and schematics;
Ability to evaluate the need for maintenance and repair and to prioritize such needs;
Ability to analyze and develop solutions for building maintenance problems;
Ability to effectively communicate with and work with a wide variety of individuals including maintenance staff, correctional staff, inmates, and contractors;
Ability to supervise subordinate staff including evaluating performance and taking corrective action as necessary;
Ability to perform and remain calm in stressful and possibly dangerous situations;
Ability to write reports and maintain records;
Ability to physically perform maintenance and repair activities which may require moving significant weight, standing for long periods, climbing, kneeling, or getting into tight places;
Personal characteristics deemed necessary to perform the duties of the position.

MINIMUM QUALIFICATIONS:

Five (5) years of paid work experience in the building maintenance or construction trades; two (2) of which involved skilled trades work and one (1) of which involved supervisory responsibility.

SPECIAL REQUIREMENT FOR APPOINTMENT:

A department head may require the possession of a valid driver's license.

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