



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Director of Facilities Maintenance	Job Code: _____
Reports to: County Manager	FLSA Status: Exempt
Department: Facilities Maintenance	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Position Overview:

The purpose of this classification is to plan, supervise, and direct correctional employees, including inmates, engaged in maintaining and repairing County facilities and buildings. Employees in this classification supervise inmate work crews engaged in preventive and routing maintenance of County buildings, equipment, and facilities, including plumbing, electrical, and mechanical systems.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSECTIAL FUNCTIONS):**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Prepares annual capital and operating budget for department. Monitors expenditures of the budget during current year.

Hiring of department personnel, actions of personnel, performance evaluations, counseling and disciplinary actions up to and including termination.

Maintains attendance records. Prepares and approves weekly payroll. Approves all compensatory and overtime made by staff.

All administrative and clerical duties generated during the daily operations of the office.

Management of the staff whose daily routine includes, but is not limited to, cleaning all offices.

Coordinates weekly schedules, cleaning, and special instructions, if any, with Building Service Workers both before and after events.



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Responsible for security of janitorial supplies through the Purchasing Department to ensure the inventory is utilized as appropriated.

Works closely with other department heads regarding maintenance problems as they arise, and special cleaning needs associated with daily usage of the facilities.

Coordinates weekend schedule of facilities with staff members that are on call to clean the facilities and with monitors of each facility.

Knowledge of proper cleaning methods and ordering janitorial supplies.

Knowledge of the principles and techniques of management and supervision.

Skill in verbal and written communication; planning and organizing; and customer service.

Skill in math computations.

Skill in Word and Excel.

Supervises the activities of buildings; assigns schedules and work duties; conducts performance evaluations; recommends disciplinary actions; checks and reviews work upon completion.

Supervises the work and assists with buildings and facilities maintenance needs such as electrical, plumbing, HVAC and various construction projects.

Prioritizes and schedules repairs.

Selects appropriate equipment and materials to complete the work according to specifications.

Supervise and trains employees as necessary.

Ensures safety procedures are followed at all time.



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Develops, implement, supervise and maintain a preventative maintenance and repair program for all equipment.

Supervise and control inventory management activities for parts and fuel inventories.

Perform related duties as required.

Manages access control system and key production program; provides key services for all county facilities.

Assists with the county surplus program; provides areas for surplus storage; assists in the removal of surplus equipment and vehicles.

Directs and participate in overhaul and repair projects.

Develops and administers department direction and goals.

Develops requests for proposals; solicits and reviews bids and proposals; awards and supervises contracted work.

Researches parts and vendors for ordering parts, equipment, and services.

Manages the underground storage tank program; coordinates with EPD and state officials for required inspections.

Tests equipment for proper operation; directs, supervises, and participates in equipment maintenance.

Coordinates, supervises, and provides moving services for department relocations.

Coordinates with contractors and inspectors for elevator inspections, fire system inspections, fire extinguishers inspections, and backflow prevention inspections.

Serves as a member of the Emergency Management and Recovery Team; performs building inspections following events; participates in related training.



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Supervises, directs, and evaluates assigned staff and inmates working for the Facilities Maintenance department, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts employee meetings as needed to schedule work orders, discuss pending projects, and update current projects.

Manages and coordinates daily work orders and special projects to be completed by the department for plumbing, electrical, HVAC, mechanical and custodial work; downloads and prints incoming work orders from all County departments; prioritizes work orders; sets deadlines and project time lines for special projects; conducts routine inspections of facilities and work in progress.

Interacts with department heads and outside contractors to coordinate the completion of work activities and projects; monitors the work of contractors to ensure projects are completed as required and on time and within/under budget

Monitors supply inventory and ensure supplies are on hand to complete work on time; meets with vendors to gather information on products, materials, and supplies; receives and reviews bids and quotes; interacts regularly with the purchasing department; reviews, signs and submits invoices for payment.

Provides internal and external customer service by responding to citizens, elected officials, and fellow employees in a timely and appropriate manner.

Assists with special events and projects for the County; sets up for County-wide events; prepares meeting rooms by arranging tables and chairs, A/V equipment, lighting, and other equipment needed.

Performs various technical tasks for the County; installs and repairs electrical systems and equipment, including basic wiring, receptacles, relays, electric door locks, computer network wire, installs and repairs plumbing systems, including pipes, sewer lines, and standard and institutional fixtures; installs and services water boilers and tubes; paints building interiors and exteriors; performs rough and finished carpentry work which include building additions/alterations, furniture/fixture repairs, and new buildings; assists departments with office relocation/rearrangement.

Monitors the operation of equipment, operates equipment, and assists in the repair and restoration of equipment including boilers, A/C units, kitchen equipment, fixtures,



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plumbing systems, power tools, hand tools, sewer drain machine, and related tools and machinery; plans, organizes, and implements equipment preventative maintenance programs.

Operates vehicles used to travel to work site, including vans, man-lift and scissor lift, maintains trucks and tools, notifies supervisor of potential problems and maintenance needs of trucks and equipment operation.

Collects, maintains, and adheres to Material Safety Data Sheets for any and all chemicals used in conjunction with performed duties.

Operates a personal computer, printer, scanner, copier, fax machine, phone system, and other equipment as necessary to complete essential functions, to include the use of word processing, database, or other system software.

Assists with snow and ice removal when required.

Oversees general building and repair services for all County-owned facilities and constructs new facilities when directed: serves as the County's representative on large construction projects and monitors the project throughout construction phase; oversees and inspects the work; and maintains accurate records on cost of routine maintenance performed on all County buildings.

Directs, monitors, and inspects work performed by outside contractors: develops bid specifications and contracts with contractors to complete outsourced tasks and projects; approves and assigns work; reviews and approves contractor's work for quality, completeness, and conformity to contract specifications; consults with contractors; and prepares and maintains related records and reports.

Coordinates and manages capital projects: works directly with the County Manager to implement and complete capital projects and all other tasks as assigned; maintains a complete inventory of all County buildings and facilities; and schedules capital improvements and replacement assigned to one and five year plans.

Responsible for Fuel Island and keeping it up to speed, annual inspections, and service, maintaining registration, and annual testing on fuel tanks.



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ADDITIONAL FUNCTIONS

Knowledge of the operating and maintenance principles of gasoline, diesel and alternative fuel powered vehicles and equipment/generators.

Knowledge of fleet management, vehicle maintenance and inventory control.

Knowledge of automotive and heavy equipment specification writing, maintenance standards and disposal practices.

Considerable knowledge and ability to operate and maintain a variety of small engine equipment.

Knowledge of Federal, State and local regulations and standards, and of County and departmental policies and procedures.

Knowledge of the properties, utilization and care of the materials, tools and equipment used by the employees supervised.

Thorough knowledge of materials, methods, and techniques commonly used in construction, maintenance, and repair activities as related to assigned areas of specialization.

Thorough knowledge of the occupational hazards and safety standards and practices applicable to the work being supervised.

Skill in the use and care of tools, equipment, and materials of the mechanical trade.

Ability to diagnose mechanical, electrical, and electronic failures.

Ability to communicate clearly and concisely to users of various levels of sophistication.

Ability to supervise others including; schedule, organize, coordinate, train and discipline.

Ability to read charts, diagrams, and blueprints.



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Ability to communicate orally and in writing.

Ability to establish and maintain effective working relationships with management, employees and the general public.

Ability to prepare and maintain various records, reports and inventory schedules.

Knowledge of supervisory principles and practices.

Knowledge of facilities maintenance principles and practices.

Knowledge of plumbing, HVAC, and electrical maintenance principles.

Knowledge of inventory management principles.

Knowledge of carpentry principles.

Knowledge of budget management principles.

Knowledge of personnel management principles.

Skill in planning.

Skill in reading and interpreting maps and drawings and specifications.

Skill in the use of hand and power tools.

Skill in problem solving.

Skill in interpersonal relations.

Ensures departmental/county compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established life/safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.



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Consults with County Manager, Assistant County Manager, County officials, and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Manages and oversees occupant services such as parking, janitorial services, security and safety; oversees facility systems such as facility help desk and work order system, and security entry.

Directs, manages and supervises county environmental remediation issues, coordinates, and participates with capital and special building projects; plans building renovations, reconfigurations, relocations, and other building maintenance projects; meets with project consultants and architects to review/approve design concepts, construction plans, and specifications; attends project meetings; ensures compliance of proposed projects with established objectives and applicable codes/regulations; communicates status of project and actions to be taken to appropriate parties.

Oversees management and maintenance of County occupied/unoccupied buildings and building equipment as applicable. Manages daily countywide activities relating to facility operations and maintenance monitors and consults with internal/external parties involved in various projects; works with contractors to ensure code compliance; monitors progress in meeting project deadlines and project budgets; inspects workmanship quality and completeness of work.

Oversees, coordinates, and assists with electrical, HVAC, plumbing, construction, renovation, maintenance, and repair activities; assists in the design, fabrication, and installation of specialized equipment control projects; assures that proper maintenance is conducted on complex commercial electrical systems at various buildings.

Oversees custodial maintenance activities; coordinates repair/replacement of fences and gate controls; oversees custodial work necessary to prepare facilities for usage.

Oversees building/site security and access control activities; installs and maintains door monitoring devices; assists in ensuring County facilities are secure before/after hours.



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Coordinates projects and work activities with those of other departments, contractors, consultants, outside agencies, or others as needed; serves as contact person for resolution of problems/complaints involving inter-departmental projects; interfaces with risk management staff regarding insurance/value issues.

Oversees preparation of contract documents and specifications for building control systems, Life/Safety emergency generating systems, uninterrupted power supply (UPS) system, elevators, and other systems.

Compiles and/or monitors various administrative or statistical data including energy management; performs research; makes applicable calculations; analyzes data and identifies trends; prepares reports, charts, or graphs for the purpose of efficiently managing energy, manpower and county resources.

Prepares or completes various forms, reports, correspondence, logs, lists, schedules, spreadsheets, analysis reports, project time cost reports, purchase requisitions, budget documents, capital asset records, inventory records, injury/accident reports, performance evaluations, work requests, repair/maintenance requests, inspection reports, building inspection records, bid specifications, construction plans, drawings, or other documents.

Communicates with County officials, other departments, employees, community service workers, inmate workers, architects, engineers, contractors, vendors/suppliers, utility companies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends meetings, serves on committees, and makes presentations as needed; represents the County at capital projects meetings as applicable or as assigned. Attends workshops and training sessions as appropriate.

Maintains a comprehensive, current knowledge of government procurement, purchasing policies, and applicable laws/regulations; maintains professional affiliations, awareness of new trends and advances in the profession; reads professional literature.



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MINIMUM QUALIFICATIONS

Have successfully completed an Associate's Degree from an accredited post high school educational institution.

Experience sufficient to thoroughly understand the work of subordinate position to be able to resolve problems to develop and implement work schedules associated with supervision of hourly employees to schedule and coordinate facilities as well as a diversified staff. This is usually associated with three to five years' experience or service or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess and maintain a valid driver's license from state of residency.

High school diploma or equivalent with vocational or technical school training in general trades to include maintenance, carpentry, plumbing, electrical, HVAC and mechanical fields and a minimum of five years of experience leading a work crew in performing general trade work and maintenance duties; or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid driver's license with a satisfactory driving history.

PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Requires the ability to evaluate, audit, deduce, and/or assess data using established



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criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction:

Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility; ability to lead a project team, supervisor planning/design staff, and/or serve as a prominent member of a project team.

Equipment, Machinery, Tools, and Materials Utilization:

Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude:

Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.



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Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning:

Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning:

Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability:

Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and



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which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (50-100 pounds).

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements:

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors:

Tasks may require exposure to such environmental conditions as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Essential functions are regularly performed without exposure to adverse environmental conditions.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.