

## **Maintenance Director/Supervisor**

GENERAL STATEMENT OF DUTIES: Performs a variety of tasks involving Supervision/assignment/labor in the maintenance and care of all county facilities and equipment with the exception of the jail facility.

SUPERVISION RECEIVED: Works under the general supervision of the Board of Commissioners and the liaison as assigned by the Board of Commissioners.

SUPERVISION EXERCISED: Supervision/assignment of work is a normal responsibility of this position in this class, in addition to supervising staff could be called upon to supervise inmates on a limited basis.

EXAMPLES OF PRINCIPAL DUTIES: An employee in this classification will perform any or all of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

Performs maintenance on heating boilers, plumbing, electrical and mechanical needed to keep all county facilities in good working condition.

Performs varied duties including carpentry, painting, operating power equipment and using related equipment as required.

Performs varied custodial duties including sweeping, mopping, scrubbing, waxing, and polishing floors; washes walls and windows and performs related work as may be required.

Performs the duties as a supervisor and will be responsible for the direct day-to-day supervision and assignment of work to all staff assigned to the maintenance department. Includes hiring, discipline, evaluation of employees per Board of Commissioners directions and county policies.

Must be able to perform duties associated with boilers and have all the necessary certifications for doing minor electrical, plumbing and carpentry work.

Must follow all state and county public contracting laws.

Must be able to build consensus and work with multi personalities and overcome personnel issues when it comes to maintenance of the facilities.

Must follow all county policies in regard to maintenance work.

Will be required to have a good working relationship with contractors.

Possess the ability to operate computer and complete paperwork accurately and work with internal offices such as the Board of Commissioners office, Legal Counsel and Information Technology to complete projects.

Must be articulate and be able to make presentations before the Board of Commissioners and have good written and verbal skills.

#### RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of heating boilers, ability to work with electrical current, plumbing systems, HVAC systems and perform carpentry work. Knowledge of care and maintenance of cleaning equipment, ability to understand and follow oral and written instructions. Physical strength to withstand strain of performing manual tasks for extended periods.

EXPERIENCE AND TRAINING: 10 years of experience with heating boiler, plumbing jobs and working with electrical current.

A valid Oregon Driver's License required.