

FACILITIES MAINTENANCE SUPERVISOR

General Statement of Duties

Performs skilled technical work to maintain the town's facilities.

Distinguishing Features of the Class

An employee in this class performs responsible work involving the maintenance and repair of the town's facilities, including electrical and mechanical equipment. Work includes maintaining facilities and equipment, determining the priority of work to be completed, and monitoring the performance of work in a safe and effective manner. Independent judgment must be exercised on completion of assigned tasks. Work is performed under the regular supervision of the Central Maintenance Superintendent and is reviewed upon completion for accuracy and completion of assigned tasks in a safe and timely manner.

Illustrative Examples of Work

Inspects facilities regularly for maintenance and needed repairs; supervises and assigns custodians in performance of duties.

Performs or supervises routine plumbing, carpentry, roofing, electrical, painting and other repairs in the town's facilities.

Performs skilled work to maintain phone systems in all facilities; runs new lines; re-programs lines.

Runs cable for telephone and computer use.

Provides or oversees repairs/maintenance to HVAC systems; performs routine maintenance; changes filters, belts, etc.

Repairs or assists with electrical repairs in facilities; installs lights; changes ballasts.

Recommends and provides costs for outside contractors; oversees the work of outside contractors; monitors expenditures.

Delivers mail to/from post office; makes bank deposits daily.

Assists with planning future needs of phone system; makes recommendations.

Provides costs for special projects such as new courtroom furniture.

Inspects projects for progress and conformance to work plans.

Performs related duties as required.

Knowledge, Skills, and Abilities

Work requires considerable knowledge of the methods, tools, equipment and materials used in facility maintenance.

Work requires considerable knowledge of the work hazards and applicable safety standards associated with assigned work.

Work requires considerable knowledge of town policies and procedures related to facility maintenance and personnel.

Work requires knowledge of construction methods and practices, including electrical, mechanical and plumbing systems.

Employee must have the ability to direct, train, supervise and evaluate subordinate personnel.

Employee must have the ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally and/or up to 20 pounds of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures and operate a computer terminal.

Must possess the visual acuity to perform mechanical or skilled trades' tasks of a non-repetitive nature.

The worker is subject to both inside and outside environmental conditions, noise, and hazards such as proximity to moving mechanical parts, electrical current, or exposure to chemicals.

The worker is subject to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

The worker frequently is in close quarters, crawl space, and other areas which could cause claustrophobia.

The worker is required to function in narrow aisles or passage ways.

The worker may come in contact with potentially infectious bodily fluids during the performance of his/her duties.

Desirable Education and Experience

High school diploma and some specialized vocational training in carpentry, construction or facility maintenance and some experience in facility maintenance or construction work.

Special Requirements

North Carolina class C driver license.

Fair Labor Standards Act (FLSA) Status

Non-Exempt

2017