

**POSITION DESCRIPTION FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Building Maintenance Supervisor</i>	<b>DIVISION:</b> <i>Finance &amp; Administration</i>	<b>DEPARTMENT:</b> <i>Purchasing &amp; Facilities</i>
<b>WORKING TITLE:</b> <i>Facilities Maintenance Supervisor</i>	<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <i>734100 Building Maintenance Superintendent 1</i>	<b>JOB STATUS:</b> <i>Full-time</i>
<b>CLASSIFICATION NO.:</b> <i>53131</i>	<b>PCN:</b> 734120 <b>PAY RANGE:</b> 24	<b>REVISION DATE:</b> <i>11/20</i>
<b>EQUIPMENT USED:</b> <i>telephone power and hand tools calculator computer agency vehicles heavy construction equipment</i>		
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> <i>Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus 2 yrs. training in combination of building maintenance and building maintenance repair (i.e. electrical, plumbing, carpentry, masonry, sheet metal, painting, plastering, steam fitting, refrigeration, heating) and use of associated hand and/or power tools and equipment (or 2 yrs. exp.); 300 hrs. training in use of hand and/or power tools and equipment used for care and maintenance of exterior grounds(or 3 mos. exp.); or equivalent.</i>		
<b>PREFERRED:</b> <i>Associate Degree; knowledge of federal, state, and local regulations and requirements related to facilities management and safety, including OSHA, Fire, PERRP, ADA, Building Codes, ASHRAE; 6 months training or 6 months experience in supervisory principles/techniques; 1 course in inventory control or 3 months experience in inventory control; 1 course or 3 months experience in reading blue prints; Building Operator Certification (BOC), 2 years facilities, grounds and vehicle maintenance experience.</i>		
<b>PURPOSE:</b> <i>Employee manages all activities related to facility maintenance and facility upgrades ; provides supervision &amp; training to lower-level facility maintenance specialists engaged in completing basic &amp; skilled preventative maintenance, including repairs &amp; installation of electrical wiring systems, fixtures &amp; controls, plumbing systems, HVAC &amp; mechanical equipment &amp; systems; performs administrative duties including cost estimates for budgets; keeps inventory of tools &amp; materials; liaison to Franklin County Sheriff's Office and private security firm. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.</i>		
	<b>JOB DUTIES:</b>	
40%	<i>Schedules and monitors preventative or other maintenance work with staff and outside contractors; supervises personnel and performs all administrative personnel duties (conducts personnel interviews, prepares employee performance reviews, enforces department and agency work rules and recommends discipline); provides direction and training; keeps abreast of required code regulations; interfaces with code enforcers and other inspectors (e.g., state elevator inspector, fire inspectors, County Risk Management) and ensures all required inspections and safety drills are completed timely; responds to alarm events as needed, works with security staff to address safety concerns.</i>	
30%	<i>Prepares specifications and cost estimates for repair and/or remodeling projects; assists with obtaining and evaluating price quotes for facility materials or services, inspects completed projects for approval and acceptance; approves work orders; requisitions supplies, materials &amp; equipment; maintains inventory control of equipment, supplies &amp; materials for all facility maintenance and repair; keeps job records and prepares and submits reports of work performed and materials used.</i>	

*Building Maintenance Supervisor*

*PCN*

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20% *Prepares annual facility budget; researches materials, equipment and/or information needed for facility maintenance and facility projects; writes specifications for various projects, obtains price estimates and works with Procurement and Contracts staff to procure needed goods and services; periodically inspects buildings, equipment & grounds to determine condition & to ensure compliance with applicable state & local building regulations.*

5% *Participates in Safety Committee; attends meetings related to facilities with agency staff, agency administrators, County Commissioners, County PFM and outside vendors as needed; completes annual inventory of capital assets.*

5% *Performs other related duties as assigned.*

***\*Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.***

***\* Position is subject to call-in for emergency maintenance during non-working hours.***

**List no. of positions and Class Titles of positions supervised**

**1 – Air Quality Technician  
3 – Maintenance Repair Worker**

**1 – Automotive Mechanic 1**

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Signature of Agency Representative

\_\_\_\_\_  
Date