



# Greensville County, VA

## JOB DESCRIPTION

### Maintenance Supervisor

**Department:** Maintenance

**Pay Grade:** 18

**FLSA Status:** Exempt

#### JOB SUMMARY

Performs skilled maintenance work; schedules and supervises the cleaning, maintenance, and repair of County buildings and grounds; and does related work as required. Work is performed under regular supervision of the Building/Fire Code Administrator. Supervision is exercised over the Maintenance Department staff, including Custodians, Landscape and Maintenance Workers.

#### ESSENTIAL JOB FUNCTIONS

- Schedules and supervises building and grounds repair and maintenance; secures supplies and equipment; prepares and maintains appropriate records and files; and prepares reports;
- Schedules and supervises the work of maintenance and custodial personnel; and coordinates and supervises work of the inmate labor force;
- Receives, investigates, and schedules building maintenance and repair requests;
- Performs routine inspections and preventative maintenance of all County owned buildings and grounds;
- Ensures preventative maintenance on vehicles;
- Performs routine testing and repairs of HVAC, electrical, plumbing, fire alarm, sprinkler, and security systems;
- Maintains required records;
- Orders and maintains inventory of custodial and maintenance supplies and repair parts; may order related equipment;
- Maintains work schedules of custodial and maintenance staff.
- Enforces safety procedures and practices and conducts monthly meetings;
- Prepares division budget and monitors expenditures;
- Codes maintenance bills;
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Graduation from high school or GED; and six years of experience in building maintenance and repairs. An associate's degree in a related field is preferred.

### **Special Requirements/ Licenses or Certifications:**

Possession of an appropriate CDL license valid in the Commonwealth of Virginia. Possession of Pesticide Applicator license; Heating, Ventilation, and Air Conditioning (HVAC) diploma; and Journeyman's Certification in plumbing and electrical. Must be at least 21 years of age.

### **Knowledge, Skills and Abilities:**

- Thorough knowledge of the methods, materials, tools, and equipment used in: building maintenance and repair; plumbing; electrical; HVAC; and controls.
- Thorough knowledge of hazards and safety precautions associated with type of work assigned.
- Skill in the use of hand and power tools of the trade.
- Ability to recognize and diagnose problems.
- Ability to follow oral and written instructions.
- Ability to supervise the work of others.
- Ability to make decisions within scope of responsibility.
- Ability to maintain records.
- Ability to establish and maintain effective working relationships with associates.

## **DEMANDS**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to ten (10) pounds of force constantly to move objects. Work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions. Vocal communication is required for: expressing or exchanging ideas by means of the spoken word: and conveying detailed or important instructions to others accurately, loudly, or quickly. Hearing is required to: perceive information at normal spoken word levels; receive detailed information through oral communications; and/or make fine distinctions in sound. Visual acuity is required for: depth perception; color perception; peripheral vision; preparing and analyzing written or computer data; visual inspection involving small defects and/or small parts; use of measuring devices; assembly or fabrication of parts at or within arm's length; operation of machines; operation of motor vehicles or equipment; determining the accuracy and thoroughness of work; and observing general surroundings and activities.

## **WORK ENVIRONMENT**

The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, atmospheric conditions, and oils. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

***Greenville County has the right to revise this job description at any time. This job description is not an employment agreement or contract. The County has the exclusive***

***right to alter this job description at any time without notice. The job description defines the duties and responsibilities of the position. It is not intended to describe all of the essential job functions for a given position.***

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