

# MEDINA COUNTY COMMISSIONERS

## Job Description SUPERINTENDENT 2 MAINTENANCE



### SUMMARY

Under general supervision from the County Administrator, exercises full supervisory authority over semi-skilled/skilled staff performing a wide variety of maintenance, repair or construction tasks; oversees programs of maintenance and repair for all County buildings and grounds, inspects facilities (i.e., buildings, equipment and grounds), determines method of maintenance and/or repair, set priorities, establish maintenance, repair and replacement policies, formulate department maintenance procedures, review and approve staff assignments, prepare budget, maintain files, serve on committees and attend meetings.

### PRINCIPLE DUTIES & RESPONSIBILITIES:

- I. Has independent responsibility for all programs of maintenance and repair of County buildings, equipment and grounds. Inspects facilities and determines method of repair and maintenance. Determine priorities for repair and maintenance; establish maintenance, repair and replacement policies; formulates department maintenance procedures. Supervises and coordinates all maintenance, remodeling and preventive maintenance repair projects. Inspect buildings, premises/grounds and equipment for compliance and provide technical training in all areas of buildings, equipment and grounds maintenance. Inspects work being performed, ensures compliance with applicable codes, specifications, plans and policies. Makes minor engineering and construction judgments to resolve problems. Writes specifications and obtains bids on maintenance and repair projects.
- II. Establishes schedules and priorities for maintenance, repair and construction projects. Using independent judgment, has authority to hire, suspend, lay-off, recall, promote, discharge, assign, reward or discipline employees; to responsibly direct them; to adjust their grievances; or to effectively recommend such action.
- III. Prepares annual budget and exercises budgetary control for department; approves purchase of equipment and supplies; develops cost estimates, develops long range plans for entire maintenance operation. Prepares and review specification requirements for materials to be bid. Negotiates, approves and monitors contracts and agreements, prepares progress reports of maintenance projects and resolves problems.
- IV. Examines, prepare and maintain various work related documentation to reflect department activity (e.g., maintain files regarding projects, prepare correspondence to include cost justification of planned projects, inspections, method and procedures, inventory of parts and equipment, etc). Based on departmental need, performs special studies of cost saving equipment and methods; assists in development of plans for new equipment/grounds maintenance, etc.).
- V. Perform related duties as assigned.

Class #: 53134 Class Title: Building Maintenance Superintendent 2 Position Control #: 10419.0 Unit: Maintenance Dept.  
Normal Working Hrs: Fr 7:00 am to 3:30 pm County of Employment: Medina Working Title: Building Maintenance Superintendent 2  
Pos # & Title of Supervisor: 10161.0, County Administrator

**Class Title / Position Number of Position(s) Supervised:**

**Superintendent 1 – 10012.0 (Class No. 53133)**

**Maintenance Supervisor (Jail) – 10016.0 (Class No. 53131)**

**Repair Worker – 10055.0, 10140.0, 10292.0, 10287.0, 10269.0, 10375.0, 10263.0, 10488.0 10273.0,  
10376.0, 10264.0, 10013.0 (Class No. 53111)**

**Custodial Worker – 10250.0 (Class No. 42111)**

Department Director: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

Appointing Authority: \_\_\_\_\_

Date: \_\_\_\_\_

	<b>KNOWLEDGE ▲ SKILLS ▲ ABILITIES</b>	<b>PRINCIPLE DUTIES</b>
Knowledge:	<ul style="list-style-type: none"> <li>(1) Trade &amp; craft areas of carpentry, electrical, steam fitting, heating &amp; ventilation, masonry, plumbing, welding, painting &amp; plastering, roofing &amp; paving;</li> <li>(2) Applicable building &amp; construction codes; Pertinent local, State &amp; Federal rules, regulations &amp; laws</li> <li>(3) Principles &amp; techniques of administrative management including organization, planning, staffing, training, supervising, budgeting &amp; reporting</li> <li>(4) Principles &amp; practices of work safety;</li> <li>(5) Project management, such as documentation, survey &amp; inspection requirements, public relations, contractor relations &amp; employee relations;</li> <li>(6) Governmental budgeting principles &amp; procedures;</li> <li>(7) Principles &amp; practices of building &amp; mechanical trades &amp; facilities maintenance;</li> <li>(8) Equipment, tools &amp; materials used in building &amp; mechanical trades &amp; facilities maintenance;</li> <li>(9) Principles &amp; practices of leadership, motivation, team building &amp; conflict resolution;</li> <li>(10) Office procedures, methods &amp; computer equipment;</li> <li>(11) Principles &amp; practices of policy development;</li> <li>(12) Principles &amp; practices of supervision, training &amp; personnel management;</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for all maintenance &amp; repair of County buildings, equipment &amp; grounds;</li> <li>Inspects facilities &amp; determines method of repair &amp; maintenance;</li> <li>Provide technical training in areas of buildings, equipment &amp; grounds maintenance;</li> <li>Inspects work, ensures compliance w/ applicable codes, specs, plans &amp; policies;</li> <li>Writes specifications &amp; obtains bids on maintenance &amp; repair projects;</li> <li>Prepares annual budget &amp; exercises budgetary control for department;</li> <li>Prepares &amp; review specification requirements for materials to be bid;</li> <li>Purchase equipment &amp; supplies;</li> <li>Assists in development of plans for new equipment/grounds maintenance, etc;</li> <li>Makes minor engineering &amp; construction judgments to resolve problems;</li> </ul>
Skills:	<ul style="list-style-type: none"> <li>(13) Organize &amp; direct building maintenance operations;</li> <li>(14) Work with various cultural &amp; ethnic groups in a tactful &amp; effective manner;</li> <li>(15) Communicate clearly &amp; concisely, both orally &amp; in writing;</li> <li>(16) Analyze budget &amp; technical reports; interpret &amp; evaluate staff reports; observe performance &amp; evaluate staff; problem solve department related issues; remember various rules; &amp; explain &amp; interpret policy;</li> <li>(17) Analyze problems, identify alternative solutions, project consequences of proposed actions &amp; implement recommendations in support of goals;</li> <li>(18) Gain cooperation through discussion &amp; persuasion;</li> <li>(19) Interpret &amp; apply county &amp; department policies, procedures, rules &amp; regulations;</li> <li>(20) Establish &amp; maintain effective working relationships with those contacted in the course of work;</li> <li>(21) Supervise, train &amp; evaluate personnel;</li> <li>(22) Establish &amp; maintain effective working relationships with those contacted in the course of work;</li> </ul>	<ul style="list-style-type: none"> <li>Determines priorities for repair/maintenance;</li> <li>Formulates dept. maintenance procedures;</li> <li>Inspect buildings, premises/grounds &amp; equipment for compliance;</li> <li>Makes minor engineering &amp; construction judgments to resolve problems;</li> <li>Judgment to suspend, lay-off, recall, promote, discharge, assign, reward or discipline employees;</li> <li>Develops cost estimates, develops long range plans for entire maintenance operation;</li> <li>Negotiates, approves &amp; monitors contracts &amp; agreements, prepares progress reports of maintenance projects &amp; resolves problems;</li> <li>Assists in development of plans for new equipment/grounds maintenance, etc;</li> </ul>
Ability:	<ul style="list-style-type: none"> <li>(23) Make material &amp; labor estimates &amp; computations;</li> <li>(24) Prepare complete plans, specifications, schedules &amp; cost estimates;</li> <li>(25) Set goals, monitor progress, &amp; adjust resources to accomplish objectives;</li> <li>(26) Assess situations &amp; make appropriate judgments;</li> <li>(27) Negotiate agreements involving building &amp; maintenance contracts;</li> <li>(28) Direct &amp; motivate employees; Instruct, supervise &amp; evaluate employees;</li> <li>(29) Communicate clearly &amp; concisely, both orally &amp; in writing;</li> <li>(30) Talk, hear, stand, sit, walk, use hands to finger, handle &amp; feel objects &amp; tools; reach with hands &amp; arms;</li> </ul>	<ul style="list-style-type: none"> <li>Supervise/coordinate maintenance remodeling &amp; preventive maintenance repair projects;</li> <li>Makes minor engineering &amp; construction judgments to resolve problems;</li> <li>Writes specifications &amp; obtains bids on maintenance &amp; repair projects;</li> <li>Establishes schedules &amp; priorities for maintenance, repair &amp; construction projects;</li> <li>Independent judgment to suspend, lay-off, recall, promote, discharge, assign, reward or discipline employees;</li> <li>Prepares annual budget &amp; exercises budgetary control for department;</li> <li>Prepare &amp; maintain various work related documentation to reflect department activity;</li> </ul>

## **MEDINA COUNTY POSITION DESCRIPTION ADDENDUM**

### **MINIMUM CLASS REQUIRMENTS**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- 1) High School Diploma or equivalent; OR,
- 2) Equivalent to an Associate's degree from an accredited college or university with major course work in public administration, business administration, construction technology, engineering, facilities maintenance or a related field preferred.
- 3) Plus, five (5) years of progressively responsible experience in building trades, construction management, or facilities management, including at least three years of relevant supervisory/management responsibility.
- 4) Possess valid Ohio driver's license with good driving record.
- 5) Proof of adequate vehicle insurance

### **COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift light weight.
- Regularly required to talk or hear, stand, walk, use stairs, sit; use of hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Access to automobile, maintain insurance & travel independently in changing weather conditions.
- Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from county employees/agencies or members of the general public.
- Requires a combination of job functions using judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.
- Requires using independent in selecting alternative courses of action in performing job functions according to a variety of prescribed policies or procedures.

### **MAJOR WORKER CHARACTERISTICS**

- Knowledge of management principles/techniques; training & development;
- Safety practices pertaining to building maintenance;
- Skill in building maintenance (e.g., electrical, plumbing, carpentry, masonry, sheet metal, painting, plastering, steam fitting, refrigeration, heating maintenance & repair & use of associated hand &/or power tools & other equipment);
- Ability to speak and understand English in a manner to carry out essential job duties;
- Ability to define problems, collect data, establish facts & draw valid conclusions;
- Establish friendly atmosphere as supervisor;
- Handle sensitive inquiries from & contacts with other agencies' personnel & general public;
- Prepare meaningful, concise & accurate reports;
- Read & interpret blue prints;