Maintenance Technician Supervisor

Bedford County, Tennessee

**Department:** Maintenance **Full Time/Part Time:** Full Time

**Position:** Maintenance Supervisor **Status:** Exempt

**Job Summary:** The position of the Maintenance Technician Supervisor is responsible for the coordination of all installation, maintenance, and repair work for county buildings. This includes the oversight of maintenance and repairs of mechanical, electrical, carpentry, plumbing, heating, ventilation, and air conditioning (HVAC), and painting of all Bedford County buildings and facilities and other duties as assigned. This position reports directly to the Bedford County Director of Maintenance.

**Physical Demands:**

*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.*

* Must be able to traverse property and facilities to diagnose building issues and plan repairs or maintenance.
* Must be physically able to perform repairs when needed
* Ability to sit for prolonged periods of time when needed for administrative work
* Strength, mobility, and agility to work in typical field or shop maintenance setting, including operating hand and power tools
* Stamina to perform sustained physical labor including bending, siting, standing, stooping, climbing, kneeling, reaching, pushing and pulling, twisting, turning, and grasping and working in confined or restrictive small spaces.
* Strength to lift and maneuver materials and equipment weighing up to 100 lbs. with proper equipment
* Ability to move the hands for typing and to accurately manipulate small objects with the fingers
* Ability to move the hand and foot coordinately in response to visual stimuli
* Ability to perceive or recognize similarities or differences in colors or shades or other values of the same color
* Ability to make visual comparisons in order to see slight differences in shapes and shadings
* Vision to read printed materials and hearing and speech to communicate in person or over a radio or telephone
* Ability to operate equipment such as a vehicle, lawn mower and weed eater

**Work Environment:**

* Moderate office noise conducive to office work environment
* Exposure to various temperatures and all weather conditions when outdoors; noise and vibration from power equipment (ear plugs and safety glasses are utilized)
* Exposure to limited risks associated with building maintenance and grounds job responsibilities such flying debris when using the weed eater or chainsaw
* Exposure to noise and safety risks associated with the use of other power tools and maintenance equipment
* Exposure to dirt, electrical current, and possible hazardous materials, varying temperatures
* Exposure to traffic at times within or close proximity to public right of ways
* At times may be subject to walking on uneven ground when outdoors
* Periodic work at various heights for ladders
* Local travel in county vehicle to county departments

**Essential Functions:**

*Essential and other important responsibilities and duties may include but are not limited to the following:*

* Assists with interviews for maintenance department applicants
* Trains new hires to the maintenance department
* Assists the Maintenance Director with the organization and oversight of the schedules and work for staff
* Assist with the oversight of work order tracking system for county departments
* Responsible for day-to-day operations of the maintenance department and reports to the Director
* Evaluates and inspects systems or county facilities to determine maintenance or repairs that need to be performed
* With the Director, assesses building systems to plan work assignments and project schedules
* Assists with the development of maintenance procedures and schedules.
* Ensures maintenance and repair work is completed correctly and in a timely manner
* Assists the Director with departmental budget estimates and costs of specific repair projects
* Monitors inventory of materials and equipment
* Participates in coordination of projects and/or renovations
* Ensures adherence to quality standards and health and safety regulations
* Assigns preventative and general maintenance and emergency repairs on equipment such as desks, tables, chairs, and appliances for county departments
* Observes all safety rules and regulations, and procedures in the use of all equipment
* Oversees and assists in the moving of furniture and equipment as needed
* Oversees and assists in the installation, maintenance, and repair of electrical lighting
* Performs other duties as assigned

**Additional Functions:**

*Any one position may not include all of the listed duties or duties to be assigned and performed by the employee*

* Ability to work well with others
* Extensive knowledge of building systems such as plumbing, electrical, and HVAC
* Excellent analytical and problem solving skills
* Ability to identify issues and determine repairs that are needed
* Ability to plan maintenance schedules for building systems
* Excellent management and supervisory skills
* Proficient with Microsoft Office and Excel or similar software
* Maintain an orderly work environment and perform tasks in prescribed and safe manner
* Ability to be flexible and receptive to change
* Work effectively both independently and as a part of the team
* Implement all safety protocols at all times
* Ability to prioritize tasks
* Ability to communicate effectively both in oral and written forms
* Meet the physical requirements of the job

**Additional Knowledge of Job Functions:**

* Knowledge of Safety Protocols including TOSHA and OSHA regulations
* Knowledge of shop and building mathematics
* Knowledge of budget and purchasing policies
* Knowledge of safety in operating construction equipment and vehicles
* Knowledge of safety protocols when using hand and power tools related to the job
* Knowledge of operations of various types of building maintenance and grounds keeping equipment and tools

**Minimum Qualifications:**

* High School Diploma or GED diploma, preferred
* Current TN Driver’s License required
* Six (6) years’ experience preferred in one or more maintenance skills and the capacity and willingness to be trained and certified in others; certificates in electrical, mechanical, plumbing, HVAC desired
* Must successfully pass all pre-screen backgrounds check and physical

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Maintenance Technician Supervisor for Bedford County Government (Full-Time) describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract for employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities, and any subsequent revisions.

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Signature Date

*\*\*Bedford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.*