

LINCOLN COUNTY
Job Description

Position Title:	Maintenance Department Supervisor
Department:	Facilities
Reports To:	County Administrator
Supervises:	Maintenance Department Staff
Oversees:	N/A
FLSA Status:	Non-exempt
Last Revised/Approved:	December 2022

POSITION SUMMARY:

The Maintenance Department Supervisor is responsible for the overall condition, safety, cleanliness and operation of all County buildings, including the Courthouse, Sheriff's Building and staff offices and the County Communications/EMA Building, through directly performing duties and overseeing the work of other maintenance staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Inspects facilities, maintains logs and organizes required maintenance work; determines service, equipment and personnel service requirements; keeps County Administrator and/or the Board of Commissioners aware of problems and work needing to be done.
2. Establishes and monitors building operations and maintenance procedures and scheduling.
3. Performs and/or oversees minor maintenance tasks, including painting, light carpentry, plumbing and electrical repairs.
4. Performs and/or oversees lawn, grounds and parking lot maintenance work to ensure safety and proper appearance.
5. Oversees building system maintenance and procedures including: controls, fire alarms, door operations, heat and smoke sensors, and fire extinguisher maintenance.
6. Monitors system conditions such as: fuel quantity, elevator operation, HVAC controls, lighting equipment and generator log, and takes appropriate action.
7. Is responsible for key distribution to all authorized Court personnel in County buildings.
8. Maintains inventory of all cleaning materials for all buildings by researching supply quantities, designing and maintaining inventory systems, determining inventory levels, anticipating and ordering needed supplies, and maintaining required Material Safety Data Sheets as required.
9. Works closely with the Commissioner's Office in the preparation and monitoring of the annual Department Budget and, when required, the preparation and issuance of various bid specifications; presents the facilities budget at public forums; manages to the approved budget for facilities, processes invoices, etc.
10. Ensures emergency staff backup, including staff training on emergency shutoffs for the boiler, elevator, air heating/cooling units and the location of all fuse boxes.
11. Processes all mail, including metering and delivery.
12. Ensures that all licenses are up to date, including elevator, underground oil tank, etc.
13. Assists with telephone and internet issues.
14. Ensures that all work is performed to safety regulations, standards and policies, including the use of Personal Protective Equipment as required in the Certification of Hazard Assessment; trains staff

accordingly.

15. Performs the duties of a manager, including interviewing, hiring, scheduling, training, supervising and evaluating direct reports, resolving employee issues, and ensuring compliance with the Personnel Policy Manual.
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NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Is prepared to perform any of the duties of the staff in their absence and any other tasks that may be assigned.
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GENERAL EXPECTATIONS:

1. Be committed to the mission of Lincoln County.
 2. Be reliable and trustworthy.
 3. Be well organized.
 4. Be able to both direct and work as a member of a team in the performance of duties.
 5. Be punctual for scheduled work and use time efficiently.
 6. Be able to work harmoniously with both County staff and the public.
 7. Perform duties in a conscientious and cooperative manner.
 8. Comply with all safety regulations.
 9. Be neat and maintain a professional appearance.
 10. Possess a valid Maine driver's license.
 11. Be able to maintain and approve work records for staff in the Department.
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PHYSICAL REQUIREMENTS:

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

While performing the duties of this position, the employee must be able to stand/walk for prolonged periods of time, talk, hear and see. Vision requirements include: close vision, distance vision and the ability to adjust focus. The incumbent must be able to lift up to forty (40) pounds, move heavy objects such as ladders and desks, climb ladders, perform overhead lifting, perform tasks involving repetitive motion such as raking and painting, work or clean in small cramped areas, carry carpentry and maintenance tools, handle cleaning equipment and chemicals, and handle a floor burnisher/buffing machine, vacuum cleaner, riding lawn mower, push mower, snow blower and various power tools. This position involves heavy physical labor. The incumbent must be physically able to wear/use required personal protective equipment (PPE).

SPECIAL MEDICAL REQUIREMENTS: The Maintenance Department Supervisor, upon request, have a statement from a physician that s/he has had a physical within the last 3 months stating that s/he is in good health and has the physical ability to handle the job's physical requirements.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment involves working both inside and outside the various County Buildings. Work outside may involve extreme weather conditions, hot and humid, extreme cold, snowy, etc. Work may involve working in small cramped spaces or off high ladders. Must be able to adapt to a changing work environment due to seasonal changes, and well as changes in schedule as needed. In addition, the incumbent may have exposure to fumes from cleaning supplies and exposure to blood borne pathogens. Although the work day tends to be predictable, emergencies do arise requiring an immediate response. The incumbent must be able to deal with this kind of work environment and to maximize the use of his/her time to accomplish all required work within the time available. The incumbent may also experience occasional confrontations with disgruntled employees, other Department Heads or members of the public.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- At least 3-4 years of experience in the Building Maintenance Field.
- At least 1 year of supervisor experience preferred.
- Must pass a post-offer, pre-employment criminal records check.
- Must provide a post-offer, pre-employment statement from a physician stating that s/he has had a physical examination within the past three (3) months and is able to handle the requirements of the position as outlined in this Job Description.
- Must pass a post-offer, pre-employment psychological examination if such an examination is required by the Board of County Commissioners.

Education Requirements: The following education requirements are considered essential:

- A high school diploma or equivalent, coupled with strong training and/or actual experience in one or more of the trades, required.
- Oil storage tank operator certification required.

** All requirements and skills are considered to be essential, unless otherwise indicated. **

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

Supervisor Signature

Date