



Maintenance Supervisor

Job Description

Department: Public Works
Position: Career Service
Grade: 726
Supervisory: Supervisor
Reports to: Division Manager – Buildings

Summary

Under general direction of the Division Manager - Buildings, oversees and performs work related to the maintenance, construction, remodeling, and repair of all county facilities. Provides supervision to both full-time and temporary facilities maintenance personnel.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work of assigned personnel.
2. Assist with staffing decisions, including hiring, training, performance evaluation, scheduling of workload, delegation of assignments, and retention of assigned personnel.
3. Identify, evaluate, and resolve personnel concerns; administer disciplinary actions in accordance with County policy and procedures.
4. Participate as a member of the Division Management Team, providing updates and guidance on all ongoing projects and maintenance activities.
5. Develop project plans, provide cost and labor estimates, and make budgetary recommendations for both capital and operational expenses.
6. Assist in the planning, design, maintenance, remodeling, and construction of all county buildings; schedule and supervise various journey-level construction, maintenance, and repair projects.
7. Inspect maintenance work and repairs to building support equipment and maintain various records and reports of completed work.
8. Develop and administer preventive maintenance programs, including scheduling and assigning personnel to routine and emergency projects.
9. Purchase necessary parts and materials, maintain an inventory of supplies, and complete work order paperwork.
10. Submit recommendations for improvements to facilities and for personnel staffing needs.
11. Assist in collecting data on the costs of building operations and the replacement and maintenance of equipment.
12. Assist in all aspects of public safety for buildings and employees, including the management of hazardous waste materials.

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Public Safety: No

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Safety Sensitive: No
DOT: No
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13. Transport equipment and materials to and from job sites.
14. Respond to emergency situations on an on-call basis as assigned.
15. Perform duties of the Facilities Maintenance Specialist I, II, and III as required.

Knowledge, Skills, and Abilities

- Knowledge of principles and practices of building maintenance, management, and construction
- Knowledge of building codes, safety practices, hazardous material handling, and supervision
- Knowledge of local codes, requirements, and safety rules
- Knowledge of electrical, plumbing, heating, ventilation, air conditioning (HVAC), temperature controls, boilers, and other building equipment
- Knowledge of Americans with Disabilities Act (ADA), Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), and other federal and state laws relating to public buildings and maintenance requirements
- Knowledge of supervisory techniques
- Skilled in reading and interpreting maintenance engineering diagrams, sketches, blueprints, and maps
- Skilled in reading, writing, and math
- Skilled in using hand and power tools
- Ability to effectively estimate construction and remodeling costs
- Ability to perform wide range of building maintenance and construction tasks
- Ability to train and lead others
- Ability to maintain cooperative working relationships with those contacted in the course of work activities

Supervisory Responsibility

This position has direct supervisory responsibility and serves as a coach and mentor to other positions in the department.

Work Environment

This job operates primarily in a professional office environment, but also requires extended periods of outdoor work, occasionally in varying weather conditions, including heat, cold, or inclement weather. Employees are exposed to environmental hazards such as fumes, noxious odors, bodily fluids, dusts, mists, gases, poor ventilation, electrical hazards, as well as potential physical hazards and to possible bodily injury from moving machinery, tools, and equipment. Work may expose the incumbent to hazardous chemicals, unknown, dangerous, and/or life-threatening conditions. This job requires the use of protective devices as mandated by Occupational Safety and Health Administration (OSHA) and other relevant regulatory entities. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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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.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate equipment, tools, and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear, kneel, twist, climb, walk, and bend. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee will be required occasionally to work at various heights, on ladders, on various lifts, and in confined spaces. The employee is required to type, file, and frequently lift supplies and equipment up to seventy-five (75) pounds and occasionally up to one hundred (100) pounds. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the county and the employee. Occasional evening, weekend, and holiday work may be required as job duties demand. Incumbent may be expected to be on-call as assigned.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Equivalent to an associate's degree in physical plant management or a related field.
2. Six (6) years of work experience performing industrial or public facility maintenance and construction.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with lead or supervisory experience.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants must obtain Forklift certification during the probationary period for new hires or trial period for promoted County employees and must maintain certification during employment.
4. Selected applicants may be required to obtain a commercial driver's license (CDL).

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AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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