



# Maintenance Supervisor

## Job Description

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

### Summary

Under the general direction of the Division Manager - Buildings and Grounds, oversee and perform work related to the maintenance, construction, remodeling, and repair of county facilities. Supervise full-time and temporary 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. Participate as a member of the Division Management Team including informing and advising the team of project and maintenance status.
4. Make budgetary recommendations for both capital and operational expenses.
5. Assist in the planning, design, maintenance, remodeling, and construction of all county buildings.
6. Schedule and supervise a variety of journey level construction, maintenance, and repair projects.
7. Inspect maintenance work and repairs to building support equipment.
8. Develop and administer preventive maintenance programs including scheduling and assigning personnel to routine and emergency projects.
9. Purchase necessary parts and materials to complete work requests, maintain an inventory of supplies, and complete work order paperwork.
10. Develop project plans, and provide cost and labor estimates.
11. Submit recommendations for facilities and personnel needs.
12. Assist in collecting data relating to costs of building operations and the replacement and maintenance of equipment.
13. Assist in all aspects of public safety for buildings, hazardous waste materials, and employee safety.
14. Maintain various records and reports of completed work.

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Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Supervisor

15. Transport equipment and materials to and from job sites.
16. Respond to emergency situations on an on-call basis.

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

- Knowledge of the principles and practices of building maintenance, building management, building codes, construction methods, safety practices, hazardous material handling, and supervision
- Knowledge of electrical, plumbing, HVAC, temperature controls, boilers, and other building equipment
- Knowledge of ADA, EPA, OSHA, and other federal and state laws relating to public buildings and maintenance requirements
- Knowledge of supervisory techniques
- Skilled in interpreting maintenance engineering diagrams, sketches, blueprints, and maps
- Skilled in reading, writing, and math
- Skilled in the use of hand and power tools
- Ability to effectively estimate construction and remodeling costs
- Ability to maintain cooperative relationships with those contacted in the course of work activities

### **Supervisory Responsibility**

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

### **Work Environment**

This job operates in a professional office environment, but work is also performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. This position exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation and to possible bodily injury from electrocution and moving mechanical parts of equipment, tools, or machinery. This role requires the use of protective devices such as masks, goggles, and gloves. 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 very noisy. This position regularly drives a motor vehicle.

### **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 manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and

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ability to adjust focus. The employee is required to type, file and lift office supplies up to 30 - 80 pounds.

**Position Type/ Expected Hours of Work**

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

**Travel**

This position requires up to 5 percent travel.

**Required Education and Experience**

1. Equivalent to a bachelor’s degree in physical plant management or a related field
2. Five (5) years of work experience in industrial or public facility maintenance and construction

**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 must obtain forklift certification during the probation or trial period
3. Selected applicants may be required to obtain a commercial driver’s license (CDL)
4. Selected applicants may be subject to, and must pass, a background check

**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.

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**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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