POSITION OPENING
Green County

TITLE OF POSITION: Buildings Maintenance Supervisor

CLASSIFICATION: Full-time, 2017 Salary range $57,692 to $71,722

EDUCATION AND/OR EXPERIENCE:

Associate's degree or equivalent from two-year college or technical school; or 5 years related experience and managerial experience supervising maintenance and custodial operations with a strong electrical or electronic background and experience with boilers or equivalent combination of education and experience. Consideration may be given for any combination of education, training, and experience, which provides the necessary knowledge, skills, and abilities to perform the duties of the position.

POSITION SUMMARY:

Manages the maintenance department for the Courthouse and Justice Center. Ensures buildings are properly maintained and equipment is in good working order. Also maintains and supervises all county parks. The work is performed under the policy direction of the Property, Parks and Insurance Committtee.

A complete job description is available at the Green County Clerk's office. Apply with application and resume to: Michael Doyle, Green County Clerk, 1016 16th Avenue, Monroe, WI 53566, (608) 328-9430. Applications will be accepted through 4:30 p.m., December 1, 2016. Applications are available on the county's website at www.co.green.wi.gov.

If you require any special accommodations, please call (608) 328-9430 or contact us prior to the date you may need the accommodations.

An equal opportunity employer, the County of Green will not discriminate on the basis of handicapped status in admission or access to or treatment of employment or in its programs, services or activities. Green County requires a drug screening as a part of its employment process. Upon hiring, a physical exam is required.

See job description below:

Green County
Job Description

Job Title:	**BUILDINGS MAINTENANCE SUPERVISOR**
Department:	**MAINTENANCE**
Reports To:	**PROPERTY, PARKS AND INSURANCE COMMITTEE**
Grade:	**~~d18~~ 15**
Status:	**Full-time/Department Head Payroll Group 6**
FLSA Status:	**Exempt/Non-Union - Position**
Prepared By:	**Green County Clerk's Office**
Prepared Date:	**July, 1997**
	Revised November, 2016
Approved By:	**Personnel and Labor Relations Committee**
Approved Date:	**July, 1997**

SUMMARY

Under the administrative direction of the County Property, Parks and Insurance Committee, manages the maintenance department. Ensures buildings are properly maintained and equipment is in good working order. Determines possible energy savings for all buildings and implements programs designed to save energy.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following:*

- Ensures Courthouse, and Justice Center are properly maintained externally and internally, and all equipment is in operational condition. Also maintains and supervises all County parks.
- Maintains modern heating/cooling system with controls maintenance.
- Supervises and assigns work to staff.
- Prepares annual budget and submits to the Property, Parks and Insurance Committee.
- Operates, maintains and cleans cooling tower and heat pump system.
- Assigns work and supervises employees engaged in maintenance duties.
- Prepares and schedules maintenance and repair programs.
- Plans, coordinates and evaluates department operations. Reviews time records and approves vacation and usage.
- Supervises or repairs and maintains machinery, plumbing, electrical wiring and physical plant.
- Establishes and reviews policies and procedures to ensure compliance with federal, state, city and county codes.
- In conjunction with the County, Property, Parks and Insurance Committee, interviews and hires new staff, and takes appropriate corrective disciplinary action, if needed.
- Responds to inquiries regarding the operations of the department, and works with county committees concerning building improvement.
- Coordinates purchasing of supplies and equipment.
- May be subject to emergency call-outs during non-working hours.
- Assists in groundskeeping and snow removal activities as need.
- Performs routine maintenance including changing lights, belts, filter, etc.
- And such duties and responsibilities as may be assigned from time to time

SUPERVISORY RESPONSIBILITIES

Directly supervises one employee plus seasonal part-time employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required*.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or five years related experience and managerial experience supervising maintenance and custodial operations with a strong electrical or electronic background and experience with boilers or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common and technical journals, financial reports, and blue prints. Ability to respond to common inquiries or complaints from departments, regulatory agencies, or members of the business community. Ability to effectively present information to the Property Committee, public groups, and/or County Board.

MATHEMATICAL SKILLS
Ability to apply concepts such as fractions, percentages, ratios, area, circumference, volume and proportions to practical situations. Ability to apply concepts of basic algebra and geometry and determination of test reliability and validity.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid drivers license.

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 regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and vibration. The employee is frequently exposed to moving mechanical parts and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; explosives; and risk of radiation. The noise level in the work environment is usually moderate.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed, it is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Green County retains and reserves any or all rights to change, modify, amend, add to or delete from any section of this document, as it deems in its judgment, to be proper.

This job description is not a contract for employment.

Green County is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Signature	Date
Supervisor	Date