

**HALL COUNTY  
BUILDING & GROUNDS  
MAINTENANCE SUPERVISOR**

**NATURE OF WORK**

This is supervisory work with responsibility for maintaining and repairing an assigned building or grounds work or facility within the County.

Work involves supervising and participating in the performance of varied maintenance, repair, alteration and construction activities including prioritizing, scheduling and assigning work to subordinates. Work also involves inspecting all facilities to determine maintenance requirements; initiating repairs in all facilities including obtaining necessary materials and supplies to complete the repairs; and monitoring and maintaining the heating and cooling system. An employee in this class is expected to exercise considerable initiative and independent judgment in assigning, reviewing and performing work. Completed work assignments are reviewed in the form of conferences and results achieved. Supervision is carried out by subordinates involved in maintenance, repair and custodial work and other duties as assigned by the Facilities Director.

Reviews the buildings and grounds for long range planning of repairs and/or improvements.

Reviews work in progress to ensure that specifications are being met and reviews completed work for technical soundness, quality, and compliance with contracts. Coordinate the construction and maintenance of building repairs and our renovations, assist in recruiting work crews, trains employees in operation and maintenance of construction and related equipment, and can be assigned to perform duties in any of the job categories of the Hall County Facilities Director.

Works with the Hall County Board and other Elected/Appointed Officials in various projects.

Needs to be aware of the county budget and the expenditure within our department.

**EXAMPLE OF WORK PERFORMED**

Supervises and participates in maintenance and custodial work with major emphasis on building maintenance, repair and construction tasks, and ground maintenance including major concrete work, painting, turf care, and underground sprinkler systems maintenance.

Manage and maintain assigned properties in a safe, sanitary and habitable condition including supervising maintenance and repair activities; works with designated architectural and engineering firms in developing specifications for renovation and construction of assigned properties.

Supervise subordinate staff engaged in the boiler operation and maintenance of the system components including computer operated emergency actions.

Inspects assigned building and facility to determine maintenance requirements and make suggestions to the Facilities Director and/or County Board for the long-range planning.

Initiates repairs in assigned building or facility including obtaining necessary materials and supplies to complete the repairs.

Monitors and maintain facility/building heating, cooling, plumbing, and electrical systems.

## DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the standard practices, processes, materials and equipment used in the maintenance and repair of buildings and related equipment.

Considerable knowledge of building code and safety requirements including ADA requirements.

Considerable knowledge of the hazards involved in building maintenance and repair work and of precautionary and safety measures to be taken.

Ability to direct the operation of the County Facilities Department to determine full compliance with contracts, specifications and applicable laws, complete job requests and reports and do manual labor involving bending, lifting, carrying at least 50 pounds and other similar motions.

Knowledge of the county budget and the expenditures within our department.

Ability to establish and maintain effective working relationships with County/State officials, other employees and the general public under varied circumstances.

Ability to inspect buildings and other facilities and to determine maintenance and repair requirements for immediate and long-range planning.

Ability to work from sketches, blueprints, and oral and written instructions. The ADA requirements are required in all projects that are presently being done.

Ability to make accurate estimates as to time and materials required for repair and maintenance work.

Ability to plan, organize and supervise the work of trade workers, custodial staff and related workers.

Skill in the use of tools and in the operation of machines and equipment used in one or more building trades and facility systems.

## DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school and experience in one or more of the building trades including some supervisory experience in building maintenance and repair work. A journeyman electrician and/or plumber's license is desired. Possession of a second class engineer's license is desired.

## MINIMUM QUALIFICATIONS

Graduation from a senior high school and experience in one or more of the building trades; or any equivalent combination of training and experience which provides the desirable knowledge's, abilities and skills.

## NECESSARY SPECIAL REQUIREMENTS

Must have a valid State of Nebraska driver's license.