



## POSITION DESCRIPTION

**DEPARTMENT:** County Operations Office

**POSITION TITLE:** Facilities Supervisor

**GRADE:** 4

**EMPLOYMENT CATEGORY:** Regular Full-time

**STATUS:** Non-Exempt

**REPORTS TO:** Operations Director

### POSITION SUMMARY:

Performs facilities tasks on a daily basis. Works a regularly scheduled shift. Supervises staff members. Performs minimal office duties for facilities, to include creating purchase orders, drafting memos and other documents. Performs janitorial duties. Is responsible to the Operations Director for the general cleanliness of the courthouse, health department, and other county owned buildings. Responsible for general maintenance of county owned or leased buildings.

### FUNDAMENTAL JOB DUTIES:

Daily janitorial duties include:

- Dusts, mops, vacuums, waxes, cleans the hallways, bathrooms and various offices of Courthouse and the 911 Office.
- Assists in the delivery of goods to all departments.
- Assists in moving, repairing and maintaining furniture in all departments.
- Maintains vending machines. Fill up machine and replenish supply.
- Sweeps, shovels or ices sidewalks as weather demands.
- Assures mail is delivered to post office prior to the end of each business day.
- Locks doors at appropriate time.
- Completes a physical inspection for any damage to property or mechanical systems. If found, reports as needed.

Following County policies, is responsible for oversight of departmental employees working in afternoons and evenings.

- Ensures that good work habits are developed and followed.
- Provides direction when needed.

Following County policies, assists with the purchasing of operating supplies and equipment to facilitate cleaning and maintenance of County buildings. May:

- Ensure that cleaning products are on-hand. Purchase cleaning supplies, etc.
- Control product inventory to ensure that chemicals are used correctly and in a manner consistent with historical usage.
- Maintain inventory of tools, machinery and other assets. Keep in good repair.
- Work with Operations Office in billing other departments for use of products as needed.

Other duties include:

- Inspects all mechanical systems as needed – to include boiler, cooling systems, water and electrical lines, etc.
- Schedules maintenance and repair work on mechanical and other systems.
- Performs some grounds keeping duties such as trimming of hedges, planting flowers, picking up debris on occasion.
- Fill in for any employee that is off or has resigned. Health Department, Courthouse plus 911 cleaning. Lock doors daily.
- Maintenance and upkeep of Heating / A/C systems. All buildings. Plus repairs when needed.
- Maintenance and upkeep of plumbing systems. All buildings. Plus repairs when needed. Including water heaters, drains, supply lines, etc.
- Automotive inspections for county cars, keep track of mileage and schedule appointments for service, take and pick up vehicles serviced. Log information in log book.
- Maintenance and repairs of building electrical systems and lighting. Including A/C motors, electrical outlets, switches, light fixtures and ballasts, etc. Also electrical on Facilities equipment.
- Life and safety issues and inspections, including fire extinguishers, emergency lighting and etc. at Courthouse, Corrections, Extension and Health Department plus eye wash stations. Log all information on cards and log book.
- Outdoor upkeep, exterior, clean windows at Courthouse and Health Department (help Health Department technician). Exterior plants around building three feet and closer. Leaf and debris removal. Weed control around buildings and parking lots. Blow off or sweep entryways. Outdoor lighting also and parking lots. Blow off or sweep entryways. Outdoor lighting also.
- Winter snow removal and slip proofing walkways with ice melt. Load and unload ice melt. Deliver to other buildings for their use. Outdoor smokers buckets – empty as needed, put out fires.
- Flag upkeep – raise and lower north flag daily morning up, evening down. Raise and lower west flags to half mast as needed. Replace tattered flags when needed.
- Clean condenser coils on large system chiller (inside and outside of unit) clean Information Technology unit coils on Second floor ledge as needed.
- Keep track of parts and cleaning supply inventory. And purchase them when needed from vendors or local businesses.
- Repair broken interior items. Chairs (office and wooden), repair door hinges, locks and latches. Repair desks, drawers, doors and laminates in all buildings.
- Work on projects for County personnel and help lift and move items for different individuals (heavy etc). Projects include hang shelving units, put together furniture etc., hang map strips, paint and repair walls. Remove walls and counters etc. Respond to various work order / requests / complaints and try to satisfy the individuals in a timely manner at a minimal / cost.
- Set up the different meeting rooms in different modes for different types of uses as needed.
- Run electrical scrubber to polish terrazzo floors in Courthouse.
- Run carpet cleaning equipment in Courthouse and other buildings.
- Haul recycling from various individual departments. Different papers, newspapers, cardboard and also shredding.
- Help the Clerk's Office during elections. Take ballot boxes to the individuals that have remote locations for voting.
- Load up and haul the biowastes (red bags) from the Health Department when the barrels are full. Haul out to the Barton County Landfill for disposal.
- Other duties as assigned by Operations Director.

## **EDUCATION:**

High school / GED diploma required.

**EXPERIENCE / SKILLS:**

Previous experience in facilities management, custodial operations or other related area. Must be able to read labels and appropriately mix and use cleaning chemicals. Knowledge of all cleaning methods, materials and equipment. Ability to handle department personnel and work with the public and other county personnel.

**PHYSICAL REQUIREMENTS / ABILITIES:**

Frequently climbs and works from ladders and squeezes into highly inaccessible areas. Uses hand and power tools, washer, dryer and janitorial equipment frequently. Occasionally lifts boxes weighing up to 50 pounds. Works with chemicals and other cleaning agents.

**WORKING CONDITIONS / ENVIRONMENT:**

Frequently develops methods. Occasionally close visual and mental attention required. Works with all county departments and personnel.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Department Head Signature \_\_\_\_\_