



CLASS SPECIFICATION

Class Title: Building Maintenance Supervisor
Department: County-wide
FLSA: Non-exempt

Class Code: 1177
Grade: 22
Eff. Date: 1/15/1995
Revised: 04/07/2023

GENERAL PURPOSE

Under the general guidance and direction of an administrative officer, performs supervisory and a variety of complex and skilled duties in the maintenance of County facilities and grounds.

EXAMPLE OF DUTIES

Assigns and supervises daily work tasks of Building Maintenance Workers and custodians; monitors work to assure satisfactory completion. Evaluates performance in compliance with Davis County Policies and Procedures; disciplines employees as instructed and in compliance with all applicable policies, procedures, and practices. Supervises inmate workers and ensures compliance with all security protocols.

Performs journey level maintenance duties.

Maintains the operations of electrical systems: electronic security systems, fire alarm systems, telephone wiring systems, and emergency generators; reviews systems to determine proper operation and provides maintenance as necessary.

Maintains and operates mechanical systems including heating and air conditioning systems, fire sprinkling systems, fuel systems, boilers, water softeners, plumbing and landscape irrigation systems; inspects systems to ensure proper operation and provides maintenance as necessary.

Assists the Administrative Officer with the supervision of contractors; coordinates the efforts of County maintenance employees with the work of contractors; monitors the progress of contract work; addresses and resolves issues as they arise.

Reads and interprets commercial blueprints, sketches, and schematic diagrams, job orders and various plans as necessary to perform assigned tasks.

Orders and maintains supplies, equipment, and inventory.

Ensures completion of the following duties: scheduling of rooms for usage, room set-up/take-down and equipment, room cleaning after usage.

Assists with all duties necessary to operate and maintain County facilities. Responds to maintenance emergencies beyond regular work hours, including evenings, weekends, and holidays; performs snow removal during regular business and non-business hours. Assists with landscape maintenance, outdoor lighting, painting, carpentry, and custodial functions.

Maintains a tool and equipment inventory; services and repairs hand tools, saws, drills, and other power equipment.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation or equivalent, plus five (5) years of full-time related experience in industrial or public facility maintenance, or building construction, one (1) year of which must have been in a supervisory function; an acceptable combination of education, training and experience may be considered.

Preference for a valid journey level license or certification in a trade industry (i.e., construction, carpentry, electrical, HVAC, plumbing, welding, etc.).

2. Special Qualifications:

Must pass a criminal history background investigation as required by the position.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: principles and practices of building maintenance and management; principles and practices of commercial plumbing and electrical maintenance and repair techniques, carpentry, and commercial heating and cooling systems; building codes; construction; commercial steam and/or hot water boiler systems; building support systems; maintenance of security systems; grounds maintenance; safety practices and standards; proper handling of hazardous materials; cleaning methods, materials and equipment; applicable laws, rules, regulations and/or policies and procedures. **Working knowledge of:** effective supervisory principles and practices; County and department policies, procedures, and practices.

Skill in: proper use of hand and power tools common to building and grounds maintenance; proper use of safety equipment/gear; operating a forklift, tractor, mule, skid loader, and related vehicles and equipment as required by the position; using a keyboard and all applicable computer hardware and software applications, including Microsoft Word and Excel.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: supervise, direct, inspect, and evaluate the work of others; identify training needs and coach others to improve knowledge, skills and abilities; interpret, read, and work from sketches, diagrams and blueprints; prepare cost estimates of time and materials needed for construction;



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perform journey level maintenance and repair duties; efficiently operate hand and power tools; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, employees, contractors, vendors, other agencies, and the general public.

WORKING CONDITIONS

Lift, carry, and otherwise move objects weighing up to 100 lbs.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***