



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

BUILDING MAINTENANCE SUPERVISOR
DAWSON COUNTY FACILITIES
Full-Time/Hourly/Non-Exempt

JOB SUMMARY

This position is typically responsible for overseeing the maintenance and operation of buildings, equipment, and grounds of County owned buildings. This position coordinates repairs, enforces safety measures and manages a team of full-time and part-time employees of the Facilities Department to ensure completion of all maintenance needs, as it pertains to facilities.

ESSENTIAL DUTIES

- Responsible for managing a team of full-time and part-time employees of the Facilities Department.
- Supervising staff operations, directing work, training and coaching, and evaluating performance.
- Coordinating, assigning, and maintaining work schedules.
- Inspecting and evaluating projects and ensuring compliance with policies and procedures.
- Schedule and monitor preventative maintenance on elevators, HVAC systems and Fire Alarm Systems and all other maintenance issues.
- Complete daily work orders submitted by other county departments, as it pertains to Facilities.
- Performs carpentry duties such as installing and painting sheetrock and repairing roofs.
- Maintains the grounds at department facilities by cutting grass, weed-eating, trimming trees and hedges, planting grass, spreading hay, and edging lawns.
- Performs routine maintenance on grounds maintenance equipment and vehicles, including checking fluid levels, replacing blades, and performing minor repairs.
- Performs minor plumbing repairs.
- Performs minor electrical repairs; replaces light bulbs, fuses, and breakers in department offices.
- Performs housekeeping duties such as sweeping, mopping, buffing, waxing, and vacuuming floors; picks up trash; cleans bathrooms and offices.
- Performs interior and exterior annual building inspections on all county owned facilities.
- This position is subject to 7 days per week, 24 hour call-in as needed.
- Responsible for scheduling the day-to-day duties as it pertains to the Facilities Department.
- Performs other related duties as assigned.

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- Computer systems to be able to monitor gauges such as Fire Alarm warnings, HVAC warnings, Boiler and Chiller Warnings, and some security warnings.
- County and safety policies and procedures.
- Grounds maintenance techniques.
- Carpentry, plumbing, and electrical practices.

SKILLED IN:

- Operating such tools and equipment as tractors, lawnmowers, bush hogs, weed-eaters, sod cutters, line machines, electric hedge clippers, chainsaws, chippers, and various hand tools.
- Verbal and written communication.

ABILITY TO:

- Read, write, and perform mathematical calculation at a level commonly associated with the completion of high school equivalent.
- Perform some heavy lifting.

CONTACTS

- Contacts are typically co-workers, community service workers, inmates, and the general public.
- Contacts are typically to exchange information and provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to prepare and maintain facilities for use by the department and the general public. Successful performance helps ensure safe and well-maintained grounds and facilities and affects the public image of the county government.

Physical Ability: The work is typically performed while sitting, standing, walking, reaching, bending, crouching, or stooping. The employee must distinguish between shades of color, textures, and dimensions. The employee is frequently required to lift light and heavy objects, up to 20 pounds regularly and 80 pounds occasionally, climb ladders, and use tools or equipment requiring a high degree of dexterity.

Environmental Factors: The work is typically performed in an office, stock room, and outdoors. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts, irritating chemicals, and occasional inclement weather. The work requires the use of protective devices such as mask, goggles or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The Facilities Director assigns work in terms of general instructions that require the use of judgment. The employee must decide how to perform day-to-day responsibilities without specific guidance. The work is reviewed for the nature and propriety of the final results.

MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Applicant must be 18 years of age or older.
- Applicant must have ability to read, write, and perform mathematical calculation at a level commonly associated with the completion of high school equivalent; High school diploma or G.E.D. preferred, plus knowledge and level of competency commonly associated with completion of specialized training in the field of work.
- Applicant must have five (5) years of experience in building maintenance and remodeling and possess knowledge of computer systems to be able to monitor gauges such as Fire Alarm warnings, HVAC warnings, Boiler and Chiller Warnings, and some security warnings.
- Must have leadership experience and the ability to communicate and work together with staff and public.
- Applicant must have possession of or ability to readily obtain a valid driver's license issued by the State of Georgia and have no adverse driving record or felony conviction and maintain a satisfactory Motor Vehicle Record (MVR).
- Selected applicant must pass a background check and pre-employment drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____