

Job Description: BUILDING SUPERVISOR

CLASS NO. 3201

EEOC CATEGORY: Officials and Administrators

PAY GROUP: 24

FLSA: Exempt

SUMMARY OF POSITION

Supervises daily repair and maintenance operations at the county courthouse, parks, and community centers; purchases supplies; and prepares annual budget for maintenance department.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners Court
2. Directs: Secretary I, Assistant Building Supervisor, Building Maintenance Worker, and Janitor.
3. Other: Has contact with other county employees, outside vendors and contractors, and the general public.

EXAMPLES OF WORK

Essential Duties*

Prepares annual budget, estimates operating expenses, and purchases necessary supplies for the maintenance department;

Supervises maintenance department, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, firing, and disciplining;

Maintains on-call status for maintenance emergencies or for after hours repairs at the courthouse or other county facilities as required;

Establishes and maintains departmental files and records, including employee timesheets, invoices, etc.; and

Retains outside contractors for specific projects as necessary.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: maintenance procedures and repair techniques; supervisory techniques; budgeting procedures; and county policies and procedures.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 3201 (Continued)

Skill/Ability to: prepare and maintain work schedules for employees; supervise and motivate employees; evaluate the need for various repairs and maintenance; maintain accurate records and reports; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with personnel from county departments, vendors, and general public.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus at least four years of maintenance experience, at least one of which involved supervision;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.