

Spokane County Library District

CLASSIFICATION: N14**POSITION TITLE:** Maintenance Supervisor**GENERAL PURPOSE:**

Plans, develops, implements, updates, and evaluates the maintenance (preventive and restorative) programs for District buildings; plans, schedules, assigns, and reviews building maintenance and custodial work; assists in the development and administration of the facilities maintenance budget; administers contracts for HVAC, custodial services, landscaping and snow removal, building security - including fire alarm system; performs building maintenance work as necessary. Responds to emergent maintenance issues. Serves on the District's safety committee.

POSITION SUMMARY:

Under the direction of the Business Manager, the Maintenance Supervisor plans, develops, maintains, and coordinates the District's facilities maintenance, repair, and/or renovation/replacement program. Inspects and evaluates the life expectancy of buildings, physical plant, landscaping and vehicles; determines level of maintenance required to maximize life expectancy. Identifies maintenance problems and initiates appropriate repair or replacement of defective parts and equipment as needed; assures problems are resolved timely and effectively. Administers contracts of providers for HVAC, custodial services, landscaping and snow removal, building security, and fire alarm services. Develops specification for bid contracts; prepares cost estimates, evaluates bid proposals, and recommends contractors; schedules repairs, replacements, or renovations as appropriate. Tracks expenses, approves change orders, and evaluates work in progress, or upon completion, to assure it meets contract specifications. Assists in the development and administration of the facilities maintenance budget; develops budget estimates for annual maintenance program and capital improvements.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for coordinating the District's facilities maintenance program for all buildings, plant equipment, grounds, and vehicles; administers contracts of providers for maintenance, repairs, security, and fire alarm services. Assists in the development and administration of the facilities maintenance budget; develops budget estimates for annual maintenance programs and capital improvements.

Conducts inspections of existing facilities; evaluates equipment and facilities for useful life expectancy; determines level of maintenance required to maximize life expectancy; plans, prioritizes, and schedules maintenance activities; determines method and source of repair or replacement; writes bid specification documents for work to be performed by contractors; reviews bid proposals and provides recommendations based on review results; authorizes and tracks expenditures for work performed; issues or approves change orders; evaluates work in progress or upon completion to assure it meets contract specifications.

Oversees effective and economical operation of District mechanical systems, i.e., heating, air conditioning, electrical, and plumbing). Ensures that all preventive maintenance procedures are carried out correctly, efficiently, and according to schedule.

Serves as technical expert for District managers for maintenance, repair, and/or renovation of District facilities. May assist in developing plans for new construction, and/or evaluating plans for new or remodeled buildings; may assist in developing bid specifications for new or remodeled facilities; may assist in scheduling, assigning, directing, inspecting, and/or evaluating work on contracted projects in progress, and/or upon completion.

Coordinates the District's recycling program; arranges for sale and/or disposal of surplus office supplies, equipment, furniture, or vehicles; coordinates operation of custodial and housekeeping supply inventories, including item selection and budget oversight.

Ensures compliance with building maintenance, building codes, ADA and facility health-code rules and regulations.

Responds to emergency maintenance situations; assures problems are resolved timely and effectively; performs preventive maintenance and minor repair on buildings, plant equipment, grounds, and vehicles as appropriate; "on call" 24/7.

Work a flexible schedule including Saturdays, Sundays, and holidays.

Attend work on a regular and dependable basis.

Hear, see, speak, and listen to individuals in order to work with staff and customers.

Read and understand materials, including blueprints and building codes, in print and electronic format.

Interact in a professional and respectful manner with District staff and the public.

Physically perform the essential functions of the job.

OTHER JOB FUNCTIONS: Performs other tasks as assigned.

SELECTION FACTORS:

(Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Principals and practices of building and facilities maintenance;
- The standard methods, materials, tools, and equipment used in the heating, ventilation, air conditioning, electrical, plumbing, mechanical, carpentry trades, and crafts;
- Occupational hazards and safety precautions and inspections necessary in building maintenance and janitorial work;
- The methods used to develop and implement preventative maintenance programs;
- Principles of bid development, solicitation, and evaluation.

Ability to:

- Perform minor HVAC, electrical, plumbing, mechanical, and carpentry work;
- Develop and implement preventative maintenance programs;
- Plan, schedule, assign, direct, inspect, and evaluate the work of contractors;
- Evaluate building plans and specifications, read blueprints and building codes and recommend changes to facilitate easier maintenance or improved energy savings;
- Understand and execute oral instructions and prepare diagrams or plans;
- Establish and maintain effective working relationships with District personnel, supervisors, and vendors/contractors;
- Perform cost-benefit analysis of construction projects, provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Physically perform the essential functions of the job;
- Maintain a valid driver's license and normal risk insurability.

MINIMUM QUALIFICATIONS:

Eight years of experience in several trade and craft areas, building operations, and/or the construction industry; certificates or licenses in HVAC, plumbing, roofing, electrical, or energy management preferred; building maintenance experience in a multi-facility environment preferred. Three years supervisory experience. Two years experience dealing with contracted service providers and subcontractors and administering contracted services. Working knowledge of personal computers and demonstrated experience using word processing, spreadsheet, database, or other specialized software.

OR any equivalent combination of education, training, or experience that would assure satisfactory performance of the essential job functions.

Should be able to successfully pass a background check.

Valid driver's license and normal risk insurability required.

TOOLS AND EQUIPMENT USED:

Mechanical air testers and drills; electrical testers; plumbing threader; cut-off saw; hand tools including, but not limited to, hammer, drill, saw pipe, wrenches, screwdrivers, pliers; calculator; landline and cell phones; motor vehicle. Desktop/server Windows based system with Word/Excel and other specialized software applications; familiar with researching for and utilizing online databases that support basic duties.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee may frequently lift and/or move up to 25 pounds, and occasionally lifts weight up to 100 pounds.

The noise level in the work environment ranges from moderately quiet to moderately noisy depending on the task being performed.

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.

FLSA Classification: Non-Exempt

Salary Range: N14

Revised: 12/03/07

Effective: 01/01/08