

PIATT COUNTY
JOB DESCRIPTION

DEPARTMENT: **PLANT OPERATIONS**

JOB TITLE: **County Maintenance Supervisor**

JOB SUMMARY

The County Maintenance Supervisor serves as a Department Head and hands on Maintenance worker and is responsible for all mechanical functions within the County owned buildings. The Supervisor develops, implements, and controls all Plant Operation functions necessary to insure that mechanical systems within County buildings are maintained in good working condition and the environment is maintained in a clean and safe manner. The Supervisor is responsible for the purchase of all supplies for repair and maintenance of all equipment for assigned County buildings and is responsible for maintaining all Fire and Safety systems and equipment in conformance with existing facility policy and applicable state and federal regulations. The County Maintenance Supervisor is responsible for the staffing and supervision of Maintenance and has the authority to hire and fire.

RESPONSIBLE TO

The County Maintenance Supervisor is responsible to and reports directly to the Piatt County Board or their designee.

JOB PERFORMANCE REQUIREMENTS

1. Insures that the building, grounds, and equipment are maintained in good condition at all times. Provides hands-on maintenance repair and ensures operations of heating/air conditioning systems, fire safety equipment, rooftop equipment, electrical systems, plumbing systems, generators and other building equipment.
 - Remove, repair or replace gas fired furnaces and cooling units
 - Perform maintenance on electronic and pneumatic control systems
 - Remove and maintain electric motors
 - Repair heating and chilled water piping
 - Disassemble and repair pumps (seals, bearings, impellers)

- Disassemble and repair boilers, water heaters, chillers and heaters
2. Implements and monitors a Preventative Maintenance Program. If appropriate, makes adjustment in existing preventative maintenance schedules to insure the proper functioning of all plant operations systems and equipment.
 3. Completes "Maintenance Work Requests" and ensures that work requests are completed in a timely and efficient manner.
 4. Upon consultation with the Piatt County Board or their designee, authorizes work/repairs by independent contractors as required to maintain the Physical Plant systems in good working order. The Maintenance Supervisor may, under emergency conditions, complete the work or authorize work/repairs by independent contractors.
 5. Maintains Fire and Safety systems and equipment according to Federal and State regulatory requirements.
 6. Operates within the budgetary guidelines as established by the each County department and assures the efficiency and cost effectiveness of the department through the proper purchasing, use and control of supplies.
 7. Interviews, hires, and fires staff for the County Maintenance Department in consultation with the Piatt County Board. Trains, supervises, directs and evaluates staff, and initiates disciplinary measures when necessary.
 8. Maintains good working relationships with other departmental personnel and assists other county building maintenance personnel as needed.
 9. Continually advises the Piatt County Board or their designee regarding the effectiveness of Maintenance procedures and policies. Provides input to the Piatt County Board or their designee on new methods/procedures for improving operational effectiveness and meeting stated goals and objectives.
 10. At the request of the Piatt County Board or their designee, participates in meetings of the Piatt County Board for discussions relative to Plant Operations.

11. Maintains required building, grounds, and employee records.
12. Serves on committees as requested by the Piatt County Board.
13. Attends education and training programs as requested and continually updates self-knowledge of best practices and new developments in the Plant Operations field.
14. Is familiar with the general operations of the County Buildings served and works in compliance with established policies.
15. Maintains and continually updates knowledge of state and federal regulations relative to Plant Operations and assures the County's compliance with said regulations.
16. Performs all other duties as assigned by the Piatt County Board or their designee.

WORKING HOURS

As a salaried position, working hours shall be defined by the needs of the County. Shall generally work a forty (40) hour week. Must be willing to work flexible hours including evenings and weekends, when necessary. Will be on call for emergency situations.

WORKING ENVIRONMENT

Will work indoors and outdoors and may encounter adverse weather conditions. May encounter slippery areas. Must be able to function well in emergency situations.

MINIMUM JOB QUALIFICATIONS

EDUCATION & TRAINING: Must have knowledge of Plant Operations systems, e.g.: heating, air conditioning, electrical. Must have supervisory skills. Ability to relate effectively with people. Ability to read blue prints and draft basic diagrams, etc. Ability to analyze mechanical/structural breakdowns and relate those breakdowns to independent contractors effectively. A plumbing and refrigerant license is desirable. Must have an understanding of electrical systems and the ability to perform minor electrical work.

PHYSICAL DEMANDS: Must have manual dexterity required to handle equipment associated with job performance requirements and be able to operate equipment. Requires ability to lift supplies, tools, equipment, parts and furniture. Must be able to operate hydraulic lift for heavy loads. Stands and walks most of the day. Frequent bending, kneeling, reaching, pulling, and pushing are required. Climbing and crawling is required at times.

Job requires:

- Pre-employment physical including drug screen
- Valid driver's license
- Criminal history background check
- Must reside in Piatt County or be willing to relocate within 6 months.