



## Salt Lake County Job Description

# Assistant Building Maintenance Supervisor

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**DEPARTMENT:** Community Services

**DIVISION:** Parks/3630

**JOB CODE:** 507 **GRADE:** 11

**FLSA STATUS:** Non-Exempt

**SALARY PLAN:** TRD

**EFFECTIVE DATE:** 04/11/2011

**SAFETY SENSITIVE:** No

### **JOB SUMMARY**

Assists in the day-to-day supervision of custodial staff and facility maintenance under broad direction.

### **MINIMUM QUALIFICATIONS**

Three (3) years of experience in custodial and building maintenance, of which six (6) months must have been in a supervisory capacity.

Possession of a valid Utah Driver's License at the time of hire.

Due to the nature of this position, the successful applicant must pass a required background investigation.

### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Makes regularly scheduled visits to facilities and identifies custodial and maintenance needs. Coordinates with appropriate staff to schedule completion of repairs.
- Supervises staff which includes hiring, promoting orienting, training, assigning and reviewing work performance, annual work performance appraisal, and discipline.
- Ensures sufficient staffing is available to meet workload demands and performs timekeeping and payroll functions for supervised staff.
- Monitors efficiency, timeliness, and quality of performance, as well as safety needs and requirements.
- Coordinates equipment, materials, and other resource allocations.
- Responds to emergency situations and corrects problems on a 24-hour on-call basis.
- Operates multiple modern computer systems and software to order supplies, monitor and adjust work schedules, track budget expenses and needs, and document employee performance.
- Investigates and resolves all employee complaints.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

**Knowledge of:**

- Proper chemicals and techniques to use to perform maintenance
- Different types of cleaning equipment to be used for specialized cleaning and the required maintenance and safety measures in the usage of this equipment
- Proper safety measures and precautions to take with equipment and chemicals when working in buildings and around center staff and the public
- Budget monitoring and purchasing activities
- Effective personnel management practices

**Skills and Abilities to:**

- Operate multiple modern computer systems and software
- Efficiently operate and maintain the different types of power cleaning equipment
- Perform and/or supervise specific building maintenance and cleaning projects
- Maintain accurate records of equipment and assets according to Division guidelines and County policies
- Assess and identify training needs for merit and part-time custodial staff
- Provide and/or conduct training seminars on safety practices for equipment operation and the proper types and usage of cleaning chemicals in accordance with Manufacturer's Safety Data Sheets (M.S.D.S.)
- Establish and maintain effective working relationships with employees, other departments/divisions, and the general public

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

This position requires extensive physical labor - lifting, pushing, pulling, and carrying objects over 50 pounds (occasionally up to 100 pounds with some assistance); kneeling, bending, sitting and standing. The work involves exposure to extreme weather conditions, dirt, dust, heat, cold, chemicals, smoke, and/or loud noises.

**IMPORTANT INFORMATION REGARDING THIS POSITION**

Works non-typical work hours on rotating shifts which include nights, weekends, and holidays. Subject to off duty call-back.

Revised: 01/16/2017/MB