Salt Lake County Job Description

Assistant Building Maintenance Supervisor

DEPARTMENT: Community Services
DIVISION: Parks/3630
JOB CODE: 507 **GRADE:** 22
FLSA STATUS: Non-Exempt
SAFETY SENSITIVE: No
EFFECTIVE DATE: 4/11/2011

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 Date/Consultant's Initials: 09/01/2015 SM
04/01/2011