

## **Job Description: MAINTENANCE SUPERINTENDENT**

**CLASS NO.** 800

**EEOC CATEGORY:** First/Mid Level Official and Manager

**PAY GROUP:** 120

**FLSA:** Exempt

### **SUMMARY OF POSITION:**

Develop and administer programs to maintain buildings and equipment in accordance with regulations and administrative guidelines; maintain buildings and facilities in efficient and workable condition relative to heat, light power, air conditioning, plumbing and other broad environmental factors; direct

### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: The Commissioner's Court.
2. Directs: Custodial and Maintenance Department Staff, as needed.
3. Other: Has contact with other county employees, vendors, and occasionally with the general public.

### **EXAMPLES OF WORK:**

#### Essential Duties\*

Oversee, perform and direct the maintenance of County buildings and equipment;

Oversee, perform and direct the custodial duties of County buildings;

Establish and administer an effective preventive maintenance program;

Analyze costs and work schedules; set appropriate priorities; expedite operations and repairs;

Participate in the planning and execution of facility renovation projects. Coordinate with contractors from bid process through project acceptance;

Direct the utilities management program in an efficient and cost-effective manner. Promote energy conservation; conduct energy audits. Assure reliability of back up systems;

Develop standards of performance and assign responsibilities to staff, assure accountability;

Effectively project to administration any departmental needs (a.g.; equipment, renovations, etc.)

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

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Develop and maintain effective departmental policies and procedures which meet regulatory requirements and Health & Safety standards; assure staff compliance with these policies and procedures. Promote safe work environment.

Maintain appropriate departmental records and files in a neat, orderly and a professional manner.

Keep The Commissioner's Court informed on Departmental activity; provide timely and accurate reports and updates.

Effectively prepare annual operational and capital equipment budgets; implement departmental activities within approved budget guidelines.

Establish departmental performance benchmarks and key indicators; continually analyze budget performance and variances; make appropriate adjustments and report to The Commissioner's Court.

Actively participate in interdepartmental programs and committees, provide sound input.

Seek self improvement and continued professional development.

Ensure that administrative personnel actions are completed in a timely and professional manner.

Maintain confidentiality.

Perform other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* skills, techniques and equipment used in general maintenance activities; including, but not limited to, minor electrical repair and installation, plumbing repair and installation, HVAC repair and preventive maintenance and structural repair of buildings.

*Ability to:* prepare and maintain work schedules for employees assigned to different locations; supervise and motivate employees in unskilled or semi-skilled positions; evaluate the need for various repairs and maintenance; apply good judgement to varied problems; prepare listings for inventory and ordering supplies; prepare records and reports; understand and communicate to others written and oral instructions; and establish and maintain effective working relationships with personnel from all county departments, vendors, and the general public.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school graduation, or its equivalent, plus five years related experience, two of which included supervisory duties;

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

**CERTIFICATES AND LICENSES REQUIRED:**

HVAC certification as Type II or Universal Technician, as required by 40CFR Part 82, Subpart F.

Valid Texas Drivers License.