

SNOHOMISH COUNTY JOB DESCRIPTION

FACILITY MAINTENANCE SUPERVISOR I

Spec No. 8015

BASIC FUNCTION

To plan, coordinate and supervise the work of technical employees engaged in the full range of facility repair and maintenance work including building, security and fire systems, equipment, badge access, dispatch, minor remodel and construction projects and other related tasks in assigned County buildings including Corrections.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Supervises the repair, maintenance and renovation of assigned facilities; determines work priorities, prepares schedules and assigns tasks; coordinates operations with other divisions, departments and contractors for maximum efficiency; and inspects work in progress and on completion to ensure compliance with instructions, procedures, standards and timelines. Develops, recommends, and implements preventative maintenance programs as required.
2. Under direction, plans, schedules, supervises, and evaluates the work of subordinate employees; provides instruction, training, coaching and assistance as necessary; participates in personnel processes including hiring, promotions, transfers and discipline.
3. Acts as a technical resource for staff resolving problems; oversees the preparation of work products necessary to carry out functions and operations of the work group while remaining consistent with county and department standards, principles, methods and priorities; signs off on appropriate documents as required.
4. Assists with the development and implementation of policies, procedures and budgets related to specific work group functions and ensures that area of operations and physical plant in compliance with applicable building, health, safety fire and environmental codes and regulations; recommends required corrective action. Reviews and evaluates work methods and procedures to ensure safe working conditions and efficient operations, and recommends changes as necessary.
5. Monitors and inspects work in progress and upon completion to ensure timely completion and compliance with instructions, procedures, and standards; assists subordinates as necessary, and resolves construction and maintenance problems as required. Reviews building maintenance contracts, monitors activities of service employees and consults with contractual supervisor to ensure compliance with contract specifications.
6. Prepares work estimates including material, equipment and labor requirements; requisitions items for regular operations and to maintain inventories; establishes internal controls to safeguard life, equipment, material and supplies; arranges equipment rentals as required; approves routine purchases; monitors expenditures; investigates overages and irregularities; and assists with preparing and administering annual program budgets including personnel costs.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

7. Supervises emergency repairs and services as required.
8. Participates in developing program plans, goals and objectives; facility policies, procedures and rules. Maintains necessary records and prepares required reports.
9. May perform duties of subordinates as needed.
10. Recommends and supports management policies and procedures to ensure harmonious tenant and employee relations. Advises department director, managers and other staff regarding facility issues and problems as necessary.
11. Responds to inquiries from internal customers regarding specific facility maintenance problems or issues. Serves as liaison to building occupants, identifying and resolving current and potential maintenance problems.
12. Performs related duties and special projects as required.

MINIMUM QUALIFICATIONS

Five (5) years of experience performing a variety of skilled commercial building and grounds maintenance and repair work including experience supervising maintenance of complex building control systems, HVAC systems, digital security systems, and electrical systems, operation of a variety of motorized construction and maintenance equipment and a minimum of two (2) years supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid State of Washington driver's license is required for employment. A valid First Aid Card is required for employment.

A job offer will be conditioned on satisfactory results of a criminal background investigation and post offer physical exam or inquiry.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of supervision, program planning and customer service
- standard methods, techniques, tools, materials, and equipment used in all phases of construction, maintenance, and repair work

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KNOWLEDGE AND ABILITIES (Continued)

- commercial carpentry, security, fire, electrical and mechanical systems, landscaping, plumbing, and heating and ventilation equipment
- relevant building, electrical, fire, mechanical, and related codes and ordinances
- the capabilities, uses, and maintenance of standard motorized construction and maintenance equipment
- preventative maintenance methods and procedures
- occupational hazards and safety rules and regulations
- first aid methods and techniques

Ability to:

- plan, schedule, supervise, train, mentor and evaluate the work of subordinate employees
- analyze and determine resource requirements for all types of construction, maintenance, and repair work
- build and maintain effective teams, foster good employee relations and develop customer service
- read, interpret, and work from a variety of blueprints, drawings, sketches, and work orders
- perform skilled work in a number of different building, construction, electrical, and mechanical trades areas
- use a wide variety of hand and power tools skillfully and safely under a variety of work conditions
- operate and maintain a variety of standard motorized construction and maintenance equipment
- read, understand, and enforce safety rules and regulations
- recognize and correct unsafe working conditions
- analyze a variety of construction, maintenance, and repair problems, and take appropriate remedial action
- communicate effectively, both verbally and in writing
- maintain complete and accurate written records, and prepare required reports
- establish and maintain effective work relationships with customers, superiors, subordinates, co-workers, and the general public

PHYSICAL EFFORT

The work may involve occasional manual labor tasks and/or the operation of a variety of construction and maintenance equipment, as necessary.

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SUPERVISION

The employee reports to and receives general direction from an administrative superior, as assigned. The work requires considerable independent judgment by the employee who has considerable latitude in scheduling and assigning work to subordinate employees. The work is reviewed through status reports and results obtained.

WORKING CONDITIONS

The work is performed at a variety of work sites including correctional facilities, office facilities and outdoors in all types of weather conditions and involves exposure to a variety of hazardous work conditions. Administrative work is usually done in a normal office environment.

When assigned to the campus facilities the work is primarily performed at a facility maintenance shop with field trips as necessary to coordinate operations, to supervise staff and repairs, and to attend meetings.

The work may be performed at the County Corrections Center, Denny Juvenile Justice Center and other critical work environments which may present inmate work hazard situations. The employee is required to be on-call outside normal office hours and work evenings, weekends and holidays as required.

Supervisory responsibilities include various trades and numerous facilities used for general operations and specialized functions such as medical examiner, corrections, juvenile detention, law and justice, emergency services, non-profit and public assembly in addition to leased properties; several facilities are open 24 hrs, 7 days a week; and Facilities Maintenance is a first responder in a variety of emergency situations.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request. [EEO policy and ADA notice](#)

Class Established: June 1982 as Facility Maintenance Supervisor

Previous Spec No. 921921

Revised and Retitled: July 2010

Revised: November 1983, September 1995, December 1998, March 2007, November 2017

EEO Category: 8 - Service Maintenance

Pay Grade: 243 - Classified Pay Plan

Workers Comp: 1501 Hazardous