



# FACILITIES CONSTRUCTION SUPERVISOR JOB DESCRIPTION

Job Title: **Facilities Construction Supervisor**

Job Code: **FM110C**

Pay Grade: **124**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **April 2021**

## NATURE OF WORK

Under limited supervision, plans, coordinates, and supervises the operations and activities of the Lewis County Facilities Department; schedules and coordinates maintenance requests; participates in supervising and coordinating facilities capital projects; and supervises assigned personnel.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Directs and coordinates the capital projects of all County buildings, grounds, parks, property, parking lots, and/or other facilities.
- Conducts, supervises and ensures the oversight of capital project structures, furnishings, foundations, roofs, electrical, plumbing, and water, septic, and security systems.
- Receives, prioritizes, schedules, and coordinates capital projects requests; prepares and maintains work order documentation; tracks work orders through to completion.
- Supervises and evaluates the performance of assigned personnel; provides safety and/or other types of training to staff; prepares and maintains work schedules and the Department's on-call calendar.
- Monitors staff for compliance with Facilities policies, procedures, regulatory requirements, and safety practices.
- Participates in planning, coordinating, scheduling, and supervising Facilities construction and/or remodeling projects.
- Prepares project specifications; responds to inquiries and provides project information to bidders; reviews bids received with the Capital Projects Manager; assists in preparing and monitoring project budgets.
- Contacts and coordinates with State, County, and/or City Inspectors regarding project related matters.
- Monitors the quality and progress of work performed by departmental staff and contractors; ensures projects are completed in accordance with project timelines, specifications, and County standards.
- Purchases departmental equipment and supplies; verifies the receipt of goods; codes invoices.
- Prepares and maintains time, production, project, and/or other departmental documentation.
- Administers and coordinates the County's Blood Borne Pathogen (BBP) Cleanup Program.
- Responds to and/or assigns staff to respond to during and after-hours maintenance emergencies including BBP cleanups.
- Acts on behalf of the Capital Projects Manager in his/her absence and performs related duties.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in and around County facilities and involves exposure to variable weather conditions, electrical currents, hazardous materials and chemicals, and machinery with moving parts; subject to standing, walking, bending, reaching, kneeling, crouching, operating equipment, and lifting of objects up to 50 pounds.

**EMPLOYMENT STANDARDS:**

Associate's Degree in Facilities Maintenance or a related field; AND three (3) years' experience supervising facilities maintenance operations.

A valid Driver's License is required.

Water system operator certification, pesticide applicators license, and Commercial Class A Driver's license are preferred.

Ability to pass an extensive background investigation is required. Ability to take and pass courses in inmate use and information technology security is required.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Principles and practices of facilities maintenance.
- Facilities maintenance operations, programs, policies, and procedures.
- Regulations and standards governing the maintenance of public facilities.
- Bid processes and project management principles.
- Departmental records, reports, and documentation.
- Supervisory principles, practices, and methods.
- Computer systems and operating software.

**Skills in:**

- Supervising and coordinating the County's facilities maintenance operations.
- Monitoring and ensuring the County's facilities are safely and properly maintained.
- Receiving, prioritizing, coordinating, and assigning maintenance work order requests.
- Supervising and coordinating new construction and remodeling projects.
- Establishing and maintaining effective working relationships with staff, County departments, contractors, vendors, outside agencies, and the general public.
- Communicating effectively verbally and in writing.
- Using computer and MS office. Ability to learn proprietary software systems.
- Supervising, leading, and delegating tasks and authority.

***This document is not an offer of employment.***

I acknowledge that I have read, understand and have received a copy of this job description.

**Signature:** \_\_\_\_\_

**Printed:** \_\_\_\_\_ **Date:** \_\_\_\_\_