

## Job Description

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**Job Title:** Building Maintenance Supervisor    **Job Code:** 906195    **Job Family:** Infrastructure  
**Pay Grade:** JC.16.17    **FLSA:** Non-Exempt    **EEO:** Service/Maintenance Workers  
**Department/Agency:** Countywide    **Position Number(s):** Multiple

**Recommended Position Title(s):** Building Engineer

**The following Core Competencies apply to everyone and are essential to all County jobs:**

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

**The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:**

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

**Essential Duties:**

- Plans, directs, coordinates and supervises subordinate personnel in custodial services and the maintenance of heating, air conditioning, electrical, structural, and plumbing systems; assists and coordinates project planning and construction; monitors and inspects construction projects and contract work to ensure compliance with contractual agreements and with national, state and local code requirements; trains subordinates in proper diagnostic, repair, maintenance, and installation procedures of mechanical, HVAC, plumbing, electric and structural utilities equipment, and Pneumatic Building Control Systems.
- Understands and supervises the diagnosis and troubleshooting of building air comfort, temperature problems, air-distribution, air balancing, or stratification problems, along with building insulation or vapor barrier deficiencies; responds to calls for emergencies, assigning staff, and providing oversight; maintains records of equipment operation logs and records; produces HVAC system and efficiency reports that identify system problems or confirm proper operating conditions.
- Monitors the inventory of repair and replacement parts and supplies and initiates and approves purchase requests; coordinates requisitioning purchase orders for tools, equipment and supplies; assists with preparation of capital and operations budgets, and prioritization of expenditures; coordinates with the Building Automation team to ensure energy management and energy saving strategies are maintained and implemented properly and efficiently; meets with customers, internal partners, and contractors to develop plans, work, time, and cost estimates.

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- Determines priority, directs, and assists maintenance crews in completing assignments; trains new crew members; ensures safety standards are met; shares knowledge, explains duties, and helps others acquire higher skill level; completes or approves paperwork, timesheets, and equipment logs using computerized system; follows purchasing card guidelines and completes approval process.
- Oversees contractors and vendors by ensuring work is complete, accurate, and meets regulatory requirements; assists risk management in their initiatives and ensures compliance; manages facility room set-up and provides excellent customer service to building stakeholders.

### **Supervisory Responsibilities:**

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

***Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.***

### **Minimum Job Requirements:**

Vo-Tech or Associate's degree in HVAC, Electrical, Plumbing, Building Automation, or related field and five (5) years' experience in building maintenance trades to include: electrical, plumbing, and mechanical systems in a commercial setting and three (3) years' experience in HVAC diagnosis and repair with an understanding of inter-operability of building systems are required. Must pass a thorough criminal history screening and have a valid driver's license with an acceptable driving record.

***Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.***

### **Preferred Job Requirements:**

Three (3) years' building/facility management experience, two (2) years' experience supervising multi-crafted work crews, and Universal Refrigerant Transition and Recovery Certification or equivalent are preferred.

### **Education/Experience Substitutions:**

Yes  No Experience may be substituted for degree.

Yes  No Education may be substituted for experience.

### **Physical, Environmental, and Special Working Conditions:**

Excessive standing and/or walking: 60%

Exposure to extreme temperatures, fumes and/or chemicals, heights, and loud noises.

Lifting weight: 50 lbs.

On call/stand-by work required.

Weather essential: Department Essential

Uniform Required

Wearing of goggles, boots, gloves and other PPE as required.

Position is required to respond to requests for emergency and afterhours work which will require work when the facility is closed (e.g. holiday, weekends, nights). This work will require overtime as needed.

Physical abilities, including mobility, agility, strength, dexterity, balance, coordination, and /or endurance.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.