



DeWitt County Job Description

Position Title: Building Supervisor

Department: Maintenance

FLSA Classification: Non-Exempt

Position's Employee Type: Regular, Full-time

Supervisor: County Judge (primarily) & Commissioners' Court (secondarily)

Position Summary:

Responsible for supervision, maintenance, and repair of County buildings, equipment and grounds. Supervises custodial and janitorial workers.

Essential Job Functions:

1. Coordinates with all Elected Officials and Department Heads to insure proper maintenance of county facilities;
2. Supervise Custodian and janitorial workers, assign and review work performance, and provide staff training;
3. Supervise daily, routine duties for upkeep of Courthouse and County Annexes;
4. Evaluate buildings, grounds, and equipment for needed maintenance and/or repair work;
5. Supervise and maintain inventory of janitorial supplies for county-wide needs; Arrange for repairs or service to be performed by contractors when necessary;
6. Direct routine and emergency maintenance and repairs of county buildings and equipment, including but not limited to structural repairs, electrical, plumbing, heating and air conditioning systems;

Additional Job Duties:

- Prepare annual Maintenance Department Budget, monitors budget line items in accordance with departmental policy, and ensures compliance with budget restrictions;
- Responsible for landscaping and proper grounds maintenance;
- Respond to complaints and requests for service;
- Assign jobs in order of priority and monitor work in progress and check completed jobs;
- Attend seminars and classes on job-related subjects,
- Keep up to date on energy conservation measures and asbestos awareness;
- Regular and predictable attendance is an essential function of this position.
- Perform other related duties as may be assigned by the County Judge or the Commissioners.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Valid Texas Driver's License and proof of automobile liability insurance or ability to be insured and/or bonded. The qualifications listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

High school diploma or GED; advanced technical skills obtained by specialized training and/or on-the-job training in one or more of the following: air conditioning and heating systems, electrical systems, plumbing, carpentry, structural repairs, landscaping, grounds maintenance; Minimum 5 years related job experience; minimum 1 year supervisory experience preferred.

Required Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics. Ability to deal with non-routine maintenance issues as they occur. Knowledge of appropriate safety precautions.

Physical Requirements & Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate to occasionally loud.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee Signature

Date

Printed Name

Supervisor Signature

Date

Printed Name