



# LEE COUNTY

Board of Commissioners

One of Georgia's original counties ~ Established in 1825

<b>Job Title: Facilities Maintenance Supervisor</b>	
<b>Reports to: Public Works</b>	<b>FLSA Status: Hourly</b>
<b>Department: Facilities Maintenance</b>	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **Position Overview:**

The purpose of this classification is to plan, supervise, and direct employees. Engaged in maintaining and repairing County facilities and buildings. Employees in this classification supervise work crews engaged in preventive and routine maintenance of County buildings, equipment, and facilities, including plumbing, electrical, and mechanical systems.

### **Principal Duties and Responsibilities (Essential Functions\*\*):**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Plans and assigns periodic preventive maintenance and repairs; prepares damage reports and maintenance schedules; maintains related records; recommends budget items.

Recommends repairs and refurbishment; estimates labor and material requirements; prepares construction, renovation, purchase and contract specifications; inspects contracted work for conformance to standards.

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Lee County is a thriving, vibrant community celebrated for its value of tradition encompassing a safe family oriented community, schools of excellence, and life long opportunities for prosperity and happiness without sacrificing the rural agricultural tapestry.

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Chairman  
Billy Mathis  
District 3

Vice-Chairman  
John Wheaton  
District 1

Commissioner  
Luke Singletary  
District 2

Commissioner  
Rick Muggridge  
District 4

Commissioner  
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District 5

County Manager  
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Responds to inquiries and complaints, both by telephone and in person; serves as a liaison to other departments, contractors and the public.

Purchases necessary tools and materials to perform work orders; charges invoices to the appropriate departments; obtains purchase order number and processes the correct paperwork.

Makes recommendations to County Manager to ensure compliance for public access in accordance with ADA guidelines.

Assists in establishing departmental policies, goals and objectives.

Supervises and oversees work of assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; ensures attendance and break standards are adhered to.

Prepares or completes various forms, reports, correspondence, or other documents.

Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, notify staff of upcoming work in their building, or resolve problems.

### **ADDITIONAL FUNCTIONS**

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

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## **MINIMUM QUALIFICATIONS**

Vocational/Technical degree with training emphasis in building, construction, electrical, and HVAC maintenance and repair; supplemented by three (3) years previous experience and/or training that includes building maintenance and repair; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

(Preferred) Must possess and maintain a valid Georgia Conditioned Air License II Unrestricted, Georgia State Electrical License II Unrestricted, and Georgia State Low Voltage License.

## **PERFORMANCE APTITUDES**

### **Data Utilization:**

Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

### **Human Interaction:**

Requires the ability to apply principles of persuasion and/or influence.

### **Equipment, Machinery, Tools, and Materials Utilization:**

Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

### **Verbal Aptitude:**

Requires the ability to utilize a wide variety of reference and descriptive data and information.

### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

### **Functional Reasoning:**

Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise

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independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

### **Situational Reasoning:**

Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

### **ADA COMPLIANCE**

#### **Physical Ability:**

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

#### **Sensory Requirements:**

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

#### **Environmental Factors:**

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, or pathogenic substances.

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