

## **Maintenance Supervisor**

Blaine County has an opening for a Maintenance Supervisor. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3<sup>rd</sup> floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at [www.blainecounty-mt.gov](http://www.blainecounty-mt.gov). All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office. **POSITION IS OPEN UNTIL FILLED.**

Blaine County is an Equal Opportunity Employer.

**BLAINE COUNTY  
POSITION DESCRIPTION**

**POSITION:** Maintenance Supervisor

**DEPARTMENT:** Blaine County Maintenance

**ACCOUNTABLE TO:** Blaine County Commissioners

**SUMMARY OF WORK:** The Maintenance Supervisor is responsible for the maintenance and operation of County-owned buildings. The department provides custodial services, grounds keeping, snow removal, and facility maintenance for the Courthouse, Courthouse Annex, Blaine County Library (Chinook), Chinook Senior Center, Blaine County Museum, Blaine County Road Shop and other County facilities. Meet with the Commissioners regularly to discuss building facilities needs and updates. Building issues and facility updates will be reported in a timely fashion to elected officials, department heads, and staff verbally and using email.

This position requires a strong sense of professionalism and pride in service, with the expectation that the condition and appearance of the Courthouse and County facilities reflect the importance of these public spaces to the community, both interior and exterior.

This position may assist or coordinate with skilled trades and licensed professionals in HVAC, electrical, plumbing, carpentry, mechanical, and general facilities maintenance.

**Job Description:**

The Facilities Manager manages operations and maintenance of all major and ancillary facilities in County buildings to ensure facilities are safe and operational in accordance with County policies and all applicable laws. Work with the Commissioners and develop the maintenance budget and supervise other department personnel. Duties include ensuring that plumbing, electrical, structural, and mechanical systems function properly and are maintained according to established procedures and applicable codes. Supervises or performs work on the boiler(s). This position prioritizes work orders, directs and oversees contracted services, orders necessary supplies and equipment, manages inventories, and oversees the work of landscaping and snow removal crew to ensure public safety.

**Essential Functions (Major Duties or Responsibilities):** These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.

- Maintain major facilities systems in County buildings by checking for proper functioning, diagnosing problems, and testing systems to ensure they operate safely and efficiently according to industry 1 standards, and policies and laws. Diagnose

complex mechanical and operational problems as they arise; operate, treat, repair, log, and test the safety devices on the County's boilers.

- Repair fixtures and equipment as needed to ensure facilities are fully operational, free of unsightly damage, and kept up as the process of normal wear, tear, and product failure unfolds. Handle repairs that require basic skills as an electrician, carpenter, plumber, mechanic, painter, HVAC technician, and roofer. Request the services of a licensed professional when a repair requires more expertise or local ordinances require it.
- Install, operate, maintain, and repair water filters, softeners, piping, and pumps used in conjunction with water distribution, including all sinks, toilets, and supply lines. Install, operate, maintain, and repair all types of motors and engines used to power pumps, compressors, and fans.
- Maintain, adjust, and repair all locks in the County facilities.
- Maintain ancillary facilities in county buildings to ensure buildings are fully operational and safe for other County staff and the general public. Monitor, re-clamp, and replace ballasts as needed; repair and replace faucets and flush valves; and repair furniture and property damage to flooring, drywall, windows, etc. This also includes monitoring and maintaining plumbing, electrical, and structural systems in other facilities as necessary.
- Manufacture customized mechanical components by designing and tooling parts required for specific maintenance projects to ensure buildings are maintained cost-effectively using ingenuity and craftsmanship.
- Administer preventative maintenance of facilities and tools in order that routine maintenance schedules will help maintain a safe environment that will continue to serve its intended function. Monitor facilities systems, routinely inspect tools and equipment, and coordinate preventative maintenance activities (e.g., performance testing, cleaning/oiling, sharpening, etc.) to ensure safety and effectiveness.
- Prioritize work based on the nature and urgency of specific problems, available resources, and anticipated timelines to ensure projects are completed. Ensure efficient resolution of critical facilities such as boilers, central heat and lighting, etc., and coordinate contract services, supplies, and equipment as necessary.
- May be utilized as the "Project Manager" for any new construction within the County.
- Determine need for and scope of contract services to ensure quality, timely and cost-effective maintenance services. Select and monitor contract personnel, coordinate job preparation (e.g., tools, notices, sequencing, etc.), and assist with various projects related to the incumbent's areas of expertise. Review invoices and approve payments as appropriate.
- Order necessary tools and equipment and provide budget information to the County Commissioners as requested. Evaluate costs and specifications of available supplies and equipment to ensure a high level of quality at the lowest possible cost.
- Display flag(s) properly.

- Prepares and submits annual departmental budget, prepares and submits claims to the Clerk & Recorder's Office. Prepares and follows county procurement policy for of all information needed to advertise for bids on projects either by phone or in writing.
- Consults with HR Administrator in all decisions regarding hiring, evaluating, and discipline of department staff. Assesses training needs of staff to enhance their current skills. Participates in county safety committee. Ability to understand and repair county cameras and security systems.
- Manage inventories of tools, equipment, and parts such as belts, filters, valves, motors, etc. to ensure the availability of maintenance resources. Maintain operational effectiveness by sharpening, fueling, calibrating, etc. tools equipment as needed.
- Oversee the work of landscaping and snow removal crew(s) to ensure the quality and efficiency of work. Identify performance problems, safety hazards and quality deficiencies.
- Respond to emergency maintenance and cleanup situations 24/7, managing hours for staff accordingly.
- Prepare facilities and parking lots for Election Day

**Non-Essential Functions:**

- Compile and submit equipment logs, inspection reports, and other records to provide accurate, complete, and timely information.
- Perform other duties as assigned including but not limited to managing special projects, attending meetings and conferences, participating in training, etc.
- Perform a variety of miscellaneous duties including but not limited to installing cable for computers, assembling new equipment, hanging new drapes, shelves, and other tasks that may become necessary.

**Physical Demands and Working Conditions:** The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- The position requires strenuous walking, bending, and standing for extended periods; lifting and transporting machines, tools, and equipment weighing up to 100 pounds; and exposure to loud noises, electricity, extreme heat, natural gas, dust, power tools, and other hazards associated with an active maintenance site.
- This position performs arduous physical labor 60% of the time.
- Required to paint overhead for extended periods of time; work various temperatures and outdoor exposures; and safely climb up and down ladders and scaffoldings.
- Work with chemicals, power tools, and various maintenance projects that require the use of protective clothing and equipment (e.g., gloves, dust masks, eye screens, etc.).

**Supervision Received:**

This position reports directly to the county commissioners and receives general guidance and direction from the commissioners on an as-needed basis.

**Supervision Exercised:**

This position supervises other department staff: One full-time maintenance assistant and custodians. The position directs and oversees contractors involved with various maintenance projects by determining appropriate methods and project sequencing, evaluating ongoing work, and resolving technical problems. The position also oversees all aspects of landscaping, snow removal and sanding to ensure the quality and timeliness of work and the ensure safe entry and exit of County facilities.

**Knowledge, Skills, and Abilities:**

The job requires knowledge of system, theory, and procedure for installation, operation, maintenance, and repair in the following areas: electrical, HVAC, refrigeration, electronic, plumbing, painting, and carpentry, including Uniform Mechanical, Electrical, Building, Fire, and Life Safety Codes; and effective use of tools, power tools, equipment, snow removal equipment, and materials used in building trades; procedures, materials, and tools used in remodeling buildings and building furniture; occupational hazards and safety precautions of the building and mechanical trades, including using highly toxic paints. The position also requires thorough technical knowledge of low-pressure boilers and related safety and control devices, locksmithing, and project management as well as a general knowledge of electrical circuits and their components (e.g., circuit boards, transfer switches, etc.), plumbing systems, carpentry, and construction.

The job requires skill in repairing machines or systems using the appropriate tools; performing routine maintenance on equipment and determining when and what kind of maintenance is needed; troubleshooting; critical thinking; and complex problem-solving.

The job requires the ability to safely and effectively operate power tools, maintain vehicles, and heavy equipment (e.g., boilers, lifts, etc.); diagnose and resolve mechanical problems; and communicate with individuals of varied technical levels. Must be able to safely remove snow from county grounds using skid-steer/plow/brush, truck, and shovels. The incumbent must have the ability to effectively manage maintenance projects, prioritize work orders, perform strenuous physical work for extended periods of time, and motivate staff and contractors to achieve maintenance objectives, and learn and apply new methods and technologies.

**Additional Knowledge, Skills, and Abilities:**

- Thorough knowledge of building maintenance and repair methods, materials, tools, equipment, and building systems.

- Knowledge of hazards, safety precautions, and the ability to work safely while following established procedures and safety standards.
- Skill in using hand and power tools and operating maintenance-related equipment.
- Ability to diagnose, troubleshoot, and resolve mechanical, operational, and maintenance issues.
- Knowledge of preventive maintenance practices.
- Ability to recognize problems and make decisions within the scope of responsibility.
- Ability to follow and give oral and written instructions and directions.
- Ability to supervise, direct, and evaluate staff; prioritize tasks; and manage multiple projects.
- Ability to establish and maintain effective working relationships with elected officials, department heads, staff, vendors, and the general public.
- Ability to perform arithmetic calculations using whole numbers, fractions, decimals, rates, ratios, and percentages.
- Ability to understand and apply governmental accounting practices and maintain accurate financial and maintenance records.
- Proficiency in using standard computer equipment, hardware, and software for recordkeeping, scheduling, and communication.
- Ability to maintain accurate records and documentation.

### **Special Requirements**

- Must obtain a boiler operator license within twelve (12) months of employment.
- Must possess and maintain a valid driver's license.
- Must possess a high school diploma/GED

**Maintenance Supervisor  
Fact Sheet**

Work Week:	Modification of work week may occur and is at the discretion of the supervisor(s). Work Week will be 4 days/10 hr. shifts.
Salary:	End of Probation (100%): \$25.31 per hour \$52,644.80 Annually  ***85% is for the first six (6) months: \$21.51/hour  ***90% is for months 7 to 12: \$22.78/hour
Health Insurance:	County contributes \$1,450.00 towards insurance. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Public Employee Retirement System (PERS) 7.9% Contribution of Employee Wages 9.07% Contribution by County
Vacation Leave:	Employee earns .0577 per hour(s) worked. Eligible for use after 180 days of continuous employment.
Sick Leave:	Employee earns .04615 per hour(s) worked. Eligible for use after 90 days of continuous employment.
Probationary Period:	Twelve (12) Months