



MAINTENANCE AND OPERATIONS SUPERVISOR 2

Department: Multiple
Job Class #: 623500
Pay Range: Professional 09

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is responsible supervisory work performed for facility functions in various departments. An employee in this classification is responsible for supervising maintenance and operations aspects of facilities and related structures and grounds; property service contract development and administration; and supervision of skilled and semi-skilled county employee and contracted service providers.

ESSENTIAL FUNCTIONS:

- Supervise maintenance and operations of county facilities and properties, associated grounds and infrastructure. Evaluate, determine, initiate remedies and respond to customer requests, inquiries, and complaints regarding facility services and operations. Determine needs and coordinate internal and/or external staff based on situation assessment.
- Prioritize, supervise and coordinate activities of one or more crew of full-time, extra-hire staff, and contractors to ensure compliance with standards; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff; oversee recruitment and hiring of staff; investigate grievances involving subordinates and recommend resolution; recommend promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Ensure consistent interpretation of laws, rules, policies and procedures.
- Conduct performance evaluations and develop performance measures and standards.
- Respond to and prioritize daily work orders to address routine, responsive and preventative maintenance requirements.
- Develop and implement standards, policies, and procedures for activities within established parameters of the division.
- Develop, identify, and update standards for training, licensing and certification for the unit. Implement and monitor training programs for assigned staff; verify contracted service providers possess licenses and certifications, as applicable, within contract provisions.
- Read and interpret engineering and architectural plans, drawings, equipment manuals
- Conduct on-site reviews to monitor the progress of activities; advise and consult with contractors, County staff and the public to ensure facilities are operational and meet established requirements and standards.
- Prepare, establish and manage a variety of building service contracts including the request for proposal and bidding process, contract preparation and negotiation; monitoring; and oversight and coordination
- Order, distribute and maintain inventory of supplies, equipment and materials related to services.
- Prepare and monitor unit budget relative to maintenance and operations activities, including supplies and equipment, and capital and construction projects.
- Utilize computer-based maintenance and asset management systems to maintain appropriate records; provide required reports and documentation; train staff and monitor to ensure systems are effectively used.
- Oversee and coordinate the repair and maintenance of equipment.
- Provide input on development of division plans and goals; attend meetings as scheduled.

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ESSENTIAL FUNCTIONS: (continued)

- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include reporting for emergencies, on-call, evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: This position requires exercise of independent judgment, discretion and initiative and a high degree of contact with a variety of internal and external associations. This classification has the authority to assign work to others and to ensure deadlines are met. Incumbents are expected to refer difficult matters to superiors. Work is performed with limited guidance and direction from the division manager who reviews the work through regular contact, conferences, reports and overall evaluation of results achieved.

WORK ENVIRONMENT: The position typically works in an office environment on a daily basis with regular and frequent duties in the field. Incumbents may be required to work at a desk or other work station for prolonged periods. Work may be performed outdoors, with exposure to all types of weather. Travel by vehicle or on-foot is required over all types of terrain, including that which is uneven, steep, slippery, wet, icy or muddy. Work sites may include construction sites and buildings in various stages of disrepair or deterioration, and remote locations. Work schedules may include flexible shift work, scheduled on-call, holidays, and weekends and may require reporting to work in the event of emergency.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required. Ability to operate standard office equipment and handle office materials. Travel to various work sites throughout the region may be required. Climb or descend ladders to a height or depth of one hundred feet, and enter into confined spaces with a diameter of twenty-four inches.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Operation, maintenance and repair of buildings, pumps, motors, electrical and electronic equipment, telemetry and camera systems, piping, plumbing and irrigation systems.
- Principles and practices of performance-based contract management including contract preparation and administration.
- Supervisory practices and procedures.
- Safety, health, and infection control hazards and safe work practices and procedures.
- Training, licensing and certification standards for general and specialized maintenance and operations programs.

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KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Skill in:

- The use of job-related systems software, spreadsheet software and computers at the proficient level.

Ability to:

- Supervise, plan, assign, and evaluate the work of a number of full-time, part-time and temporary personnel.
- Plan, develop and implement policies, procedures, and ensure compliance with local, state, and federal health and safety regulations and within the framework of the department.
- Understand, interpret and apply county, state and federal regulations as related to specific facility services.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.

MINIMUM REQUIREMENTS TO APPLY: Five years experience in a position involving program or project administration or performance-based vendor management related to management of facilities or services, with a minimum of two years supervisory experience is required. A degree in business or public administration, construction or facilities management, landscape management, or related field is desirable. Any combination of experience and/or education which would clearly indicate the ability to perform the duties of the position will substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position. Satisfactory physical condition is required. May be required to pass a Washington State Patrol background investigation. Possession of license, or certification, in one or more of the following fields is highly desirable: plumbing, electrical, water/wastewater operator, herbicide/pesticide application, backflow prevention, HVAC, CDL/Forklift Operator, building inspection.