

ASHE COUNTY JOB DESCRIPTION

JOB TITLE: MAINTENANCE DIRECTOR PUBLIC BUILDINGS DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs supervisory and administrative work in the daily operation of all County buildings. Employee performs general carpentry work in the construction, maintenance, alteration and repair of County buildings and facilities. Employee is responsible for the major and minor construction, repair or alteration of floors, ceilings, stairways, partitions, doors and roofs. Employee is also responsible for the operation of the HVAC systems, alarm systems, and elevator maintenance and supervises other maintenance personnel in a variety of building trades work, such as electrical, plumbing, painting and/or installation of equipment. Work is performed in accordance with established trade practices. Employee supervises custodial staff and outside contractors in the care and maintenance of County buildings and facilities. Employee must exercise independent judgment in completing assigned tasks. Employee is on call 24 hours a day, seven days a week. Reports to the County Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans, directs, and coordinates the work of employees in the day-to-day operation of County buildings, including maintenance workers and custodial staff.

Performs skilled carpentry and renovation work in the construction, repair, alteration or installation of floors, wheelchair ramps, roofs, stairways, partitions, doors, windows and screens, and related hardware; builds and installs cabinets, counter tops, book cases, storage shelves, etc.; sands, seals, and finishes woodwork.

Maintains and prepares departmental budget, submits A/P invoices to Finance Department, and reviews all departmental employee timesheets.

Utilizes such wood shop equipment as table saws, radial arm saws, and drill presses; utilized various hand tools.

Operates and maintains the HVAC system for all County buildings, ensuring that they each maintain proper temperature.

Monitors and maintains all alarm systems in all County buildings, including all fire alarms, sprinkler systems, and smoke detectors. Must become a certified fire sprinkler technician.

Maintains all water and sewer systems in all County buildings, performs minor plumbing and electrical repairs.

Ensures snow removal at all County buildings, sidewalks, and parking lots during the winter as needed. Employee is responsible for scraping all parking lots with a County provided vehicle and along with staff, shovels snow and spreads snow-melting materials.

Monitors and maintains elevator systems in all County buildings.

Reads and interprets blueprints and specifications.

Hangs and finishes sheetrock, paneling, wallpaper, tile and moldings, installs glass panes; installs suspended ceiling grids and tiles.

Maintains all kitchen equipment and the solid waste sewage grinder located at the jail

Ensures general maintenance is scheduled and completed to all departmental vehicles

Constructs small buildings, such as the park office and the pump house at the landfill.

ADDITIONAL JOB FUNCTIONS

Sweeps, mops, vacuums, strips, waxes and buffs floor surface.

Cleans restroom areas and replenishes paper supplies and soap as necessary.

Orders janitorial supplies as needed by custodial staff.

Patrols buildings to inspect for safety or maintenance problems; addresses problems as necessary.

Paints interiors and exteriors of rooms.

Sweeps sidewalks and walkways outside of buildings; polices grounds; picking up debris.

Supervises outside contractors maintaining grounds by mowing, trimming lawns and shrubbery, raking.

Shovels snow and spreads snow-melting material as needed during the winter.

Performs any other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school with experience in the carpentry field; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS

Possession of a valid North Carolina driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the standard methods, materials and equipment employed in carpentry work.

Working knowledge of the procedures, materials and equipment related to the plumbing, masonry, mechanical and electrical trades.

General knowledge of the occupational hazards of building trades work and the associated safety precautions.

Some knowledge of cleaning procedures and the use of cleaning materials.

Skilled in the use and care of a variety of hand and power tools necessary to perform carpentry, plumbing, masonry, mechanical, and electrical trades work.

Ability to understand and follow oral and written instructions.

Ability to understand and work from blueprints and specifications.

Ability to prepare simple blueprints.

Ability to estimate time and materials necessary to complete various construction or renovation projects.

Ability to make routine mathematical calculations.

Ability to supervise and assist small work crews.

Ability to perform manual labor for extended periods of time as required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

**MINIMUM QUALIFICATIONS OR STANDARDS REOIIDRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including table saws, radial arm saws, and drill presses, hammers, saws, planers, ladders, tape measures, levels, etc. Must be physically able to operate vacuum cleaners, carpet shampooers, brooms, mops, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, blueprints, schematics, etc. Requires the ability to prepare blueprints, work orders, forms, etc. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and building trades terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide. Requires the ability to measure distances.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using carpenters' tools and woodworking equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as carpentry equipment. Must have minimum levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking, expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.