



## MAINTENANCE AND OPERATIONS SUPERVISOR 1

**Department:** Multiple  
**Job Class #:** 669500  
**Pay Range:** Professional 06

**FLSA:** Non-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 work managing the daily operations of facilities and related structures and grounds, and property service contract development and administration. An employee in this classification is responsible for planning and helping to maintain the operational functioning of County properties and may lead trades work in areas such as carpentry, electrical, HVAC, plumbing, masonry, or related trade work. Work involves project planning, cost estimating, coordinating project priority, and ensuring work quality meets standards and code requirements, effectively communicating with subordinate staff, customers and department leadership.

**SERIES CONCEPT:** The Maintenance and Operations Supervisor 1 is the first level in the series. This position is distinguished from other maintenance positions by performing specialized higher-level work requiring a broader knowledge and skill level; a higher level of responsibility for planning and coordinating; and supervision duties that include directing the work of other maintenance staff, scheduling, and scoping work assignments. This position is distinguished from the Maintenance and Operations Supervisor 2 by the level and scope of supervision exercised.

### **ESSENTIAL FUNCTIONS:**

- Evaluate, determine, initiate remedies and respond to customer requests, inquiries, and complaints regarding facility services and operations. Determine needs and coordinate internal and/or contracted staff based on situation assessment.
- Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review/inspect and approve the work of subordinate staff and contractors to ensure compliance with standards.
- Participate and assist in identifying and developing, implementing and enforcing standards, policies, and procedures for activities within established parameters of the division.
- Oversee maintenance and operations of county facilities and properties, associated grounds and infrastructure.
- Investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests, and overtime; assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Work with Maintenance and Operations Supervisor 2 to develop unit budget relative to maintenance and operations activities assigned, including supplies and equipment, and capital and construction projects.
- Maintain high level of presence at County facilities and with County Maintenance and Operations Division staff, conduct on-site evaluations to monitor operations, progress of activities; advise and consult with contractors, County staff and the public to ensure facilities are operational and meet established requirements and standards.
- 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 required licenses and certifications, as applicable, within contract provisions.

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- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Read and interpret engineering and architectural plans, drawings, and equipment manuals.
- Prepare, establish and monitor a variety of building service contracts including the request for proposal and bidding process, contract preparation and negotiation; and, coordination.
- Utilize computer-based maintenance and asset management systems to maintain appropriate records and provide required reports and documentation; train staff and monitor to ensure systems are effectively used.
- Oversee and coordinate the repair and maintenance of equipment.
- Oversee and direct the repair and maintenance of equipment. Provide instruction in repairs and maintenance of equipment and facilities maintenance to include working with diagrams, sketches, plans, operating manuals and manufacturer's specifications. Demonstrate the proper and safe operation of hand and power tools, and precision measuring and testing equipment.
- Determine materials, supplies, cost estimates for projects, and order and distribute supplies and materials as appropriate.
- Assist with set up of lathe, drill press, grinder, and other metalworking tools.
- Assist in the development of division plans and goals; attend meetings as scheduled.
- 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.
- Occasionally lifts, carries or delivers supplies, materials, tools, or equipment weighing 50 lbs. or more to various job sites.

#### **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 under the general supervision of a Maintenance and Operations Supervisor 2 who reviews the work through regular contact, conferences, reports and overall evaluation of results achieved.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The work is typically performed in a garage, maintenance shop or in the field at various job sites with exposure to interruptions and loud noises. Travel to work locations, job sites, or vendor locations is required. Incumbents may be required to work at a desk or other workstation 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.

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**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 may include prolonged periods of sitting, standing, bending, lifting, or carrying parts and equipment. Work is subject to loud noises, hazardous fumes, oils, gases, diesel fuel, cleaning solvents or chemicals, and is subject to encounter inclement weather conditions and traffic. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing. Travel to various work sites throughout the region may be required. May be required to lift equipment or materials weighing 50lbs.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Knowledge of:**

- The standards, methods, materials, tools, codes, and equipment used in one or more of the construction trades.
- Occupational standards, hazardous precautions associated with various trades and construction safety standards.
- Principles and practices of effective supervision.

#### **Skill in:**

- The use of job-related systems software, spreadsheet software and computers at the proficient level.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem solving.
- The use of shop equipment and hand/power tools.
- Communicating to varied audiences using different communication tools and methods.

#### **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.
- Demonstrate journey-level experience in one or more craft areas with general knowledge in other craft areas including, but not limited to Carpentry, Electrical, Plumbing, Painting, Welding, Masonry, and HVAC.
- Demonstrate how to use and operate shop equipment and hand/power tools.
- Oversee and provide training for highly skilled trades' maintenance, repair, and construction work and guide proper routine inspection on low-pressure boiler and log in results.
- Plan projects, estimate costs and materials necessary to complete assignments, plan and lay out projects, prioritize work, ensure compliance with codes and standards, and oversee assignments through project completion.
- Provide direction, assistance, training, and monitor work of other maintenance staff assigned to specific projects.
- Understand, interpret and apply county, state and federal regulations as related to specific facility services.
- Understand and follow written and verbal instructions.
- 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.

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- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
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- Work a flexible schedule, which may include reporting for emergencies, on-call, evenings, weekends, holidays and overtime.

#### **MINIMUM REQUIREMENTS TO APPLY:**

Three years of journey-level work experience in one or more of the building, mechanical, electrical, carpentry, plumbing, construction, or related trade areas and provide adequate documentation of such is required. Experience supervising and/or leading staff required. Additional education or experience may substitute for the recruiting requirements.

#### **SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:**

- Certain positions in this class may be required to possess or have the ability to obtain licenses required by state, local, or federal code or regulations including but not limited to ELO1 electricians license, Class III boiler operator's license and state asbestos worker or supervisor certification.
- Employees may be subject to 24-hour on-call availability. Employees may work varied shifts.
- Possession of, or the ability to obtain, a valid Washington State Driver's license. Satisfactory physical condition is required as indicated by a County-approved physical examination.
- Ability to successfully complete all required background investigations including submission of fingerprints.