

KENEDY COUNTY, TEXAS

An Equal Opportunity employer

Job Listing

County Maintenance Supervisor

POSITION: Full Time, Reports to County Judge and Commissioners.

FLSA: Non-Exempt

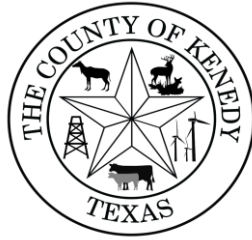
SUPERVISES: Custodians and Maintenance Employees.

INTERACTS WITH: Department Heads, County Judge, County Commissioners, other employees and the general public.

Summary: Supervision maintenance, and repair of county buildings, equipment, and grounds. Supervision of custodial and maintenance staff. Administration of contracts for the purchase of custodial materials, supplies, and services.

Duties:

- Coordinate with all Elected Officials and Department Heads to ensure proper maintenance of county buildings.
- Supervise custodians, prepare weekly maintenance schedules and allocate work, review work performance, and provide staff training, routine duties for maintenance of courthouse and auxiliary county offices.
- Evaluate buildings, grounds, and equipment for needed maintenance and /or repair work.
- Maintain inventory of janitorial supplies for county-wide needs.
- Direct routine maintenance and emergency repairs of county buildings and equipment, including but not limited to structural repairs, electrical, plumbing, heating and air conditioning systems.



- Prepare annual Maintenance Department Budget, monitor budget line items in accordance with departmental policy, and ensure compliance with budget.
- Calculate employee sick leave and vacation leave and maintain accurate balances.
- Responsible for landscaping and ground maintenance.
- Responsible for animal control pickup and drop off.
- Respond to complaints and requests for service, assign jobs in order of priority, monitor work in progress and check completed jobs.
- Arrange for repairs or service to be performed by the contractors, when necessary.
- Attend seminars and classes with job-related subjects.
- Regular and predictable attendance is an essential function of this position.
- Perform other related duties as may be assigned by the County Judge or the Commissioners.

Required Knowledge, Skills & Abilities

- High school diploma or GED, advanced technical skills obtained by specialized training and/or on-the-job training in on or more of the following: air conditioning and heating systems, electrical systems, plumbing, carpentry, structural repairs, landscaping, grounds maintenance. Vocational Degree will be a plus.
- Professional Certifications (e.g. CMRP or HVAC certified) are preferred.
- Animal control license or willing to obtain quickly.
- Applicator license for herbicide and pesticide or willing to obtain quickly.
- Strong technical knowledge of all building systems (electrical, heating etc.)
- Knowledge of health & safety practices and regulations.
- Strong understanding of budgeting and performance management.
- Preferred minimum 7 years related job experience, preferred minimum 2 years supervisory experience.



- Excellent verbal and written communication skills, problem solving skills, management and supervisory skills, math calculation skills, strong interpersonal skills in order to deal effectively with county officials, contractors, vendors, suppliers, and all levels of employees.
- Job duties require heavy work: moving objects weighing up to 50 lbs. (tools, equipment, supplies, furniture, etc.) by lifting, carrying, pushing, and/or pulling.
- Duties also require regular walking and/or standing; climbing ladders, working with tools, electrical equipment, other equipment and machinery.
- Appropriate safety precautions must be observed.
- Valid Texas Driver's License.
- Must be Bondable.

Applications may be downloaded from the Kenedy County website at www.co.kenedy.tx.us (Click on Employment Opportunities) or pick up from the Kenedy County Judge's Office, located at 151 N. Mallory St, Sarita, TX. An application MUST be submitted by email: GSalinas@co.kenedy.tx.us or hand delivered to the Kenedy County Judge's Office. Position will be open until filled.