



CALHOUN COUNTY, ALABAMA

JOB DESCRIPTION

Chief Maintenance Superintendent / Facilities Manager

Department: County Commission

Reports to: Calhoun County Administrator

Class: Non-Civil Service; FLSA - Exempt

Note: Statements included in this description are intended to reflect the general duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

JOB SUMMARY

The Facilities Manager oversees the operation, maintenance, and repair of county buildings and grounds, including the administration building, parks, community centers, courthouse, and other county facilities. This position is responsible for leading and managing a team of maintenance technicians and specialists, ensuring all facilities are in safe, functional, and efficient condition. The Facilities Manager coordinates preventive and corrective maintenance, handles emergency repairs, and manages vendor relationships, while ensuring compliance with all safety regulations and county policies. The role involves overseeing the upkeep of HVAC systems, plumbing, electrical systems, and other mechanical systems within county buildings, as well as other facility related matters such as groundskeeping, pest control and fire protection systems.

ESSENTIAL FUNCTIONS

The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

- **Supervision & Team Leadership:**
 - Direct and supervise a team of maintenance technicians and specialists.
 - Assign, monitor, and prioritize daily work tasks, ensuring timely and accurate completion.
 - Conduct regular performance evaluations, provide coaching, and implement staff development plans.
 - Maintain team schedules and approve time and attendance records.
- **Facility Maintenance & Repairs:**
 - Coordinate and perform maintenance on HVAC systems, plumbing, electrical, mechanical systems, and other key building components across county facilities.
 - Monitor and oversee fire prevention system maintenance, including sprinkler systems, fire alarms, extinguishers, and emergency exits.

- Manage pest control services to ensure facilities are free from pests, including coordinating with external contractors.
- Supervise groundskeeping tasks, including landscaping and lawn care, as needed, for all county properties.
- Ensure that all facilities are in compliance with applicable codes, safety regulations, and environmental standards.
- **Project Management & Budgeting:**
 - Plan and supervise facility improvement projects, including remodels and renovations.
 - Prepare specifications for building and repair projects and manage contractors.
 - Monitor budgets for facility-related projects and track expenditures to ensure cost-effective solutions.
- **Vendor & Contractor Management:**
 - Oversee relationships with external vendors and service providers, including HVAC technicians, electricians, and other specialists.
 - Solicit bids, negotiate contracts, and manage service agreements for outsourced maintenance services.
- **Inventory & Supply Management:**
 - Order, manage, and maintain inventory of necessary tools, equipment, and maintenance supplies.
 - Ensure maintenance staff have the resources needed to complete repairs efficiently.
- **Documentation & Reporting:**
 - Maintain accurate records of work orders, preventive maintenance schedules, and equipment performance.
 - Prepare regular reports on facility condition, maintenance activities, and service costs for department heads and other stakeholders.
- **Health & Safety Compliance:**
 - Enforce safety protocols to ensure a safe working environment for maintenance staff.
 - Perform safety inspections and ensure all equipment and facilities meet required safety standards.
 - Respond to and manage emergency situations (e.g., fire alarms, power outages, flooding) effectively.

QUALIFICATIONS

- Associate's degree in Facilities Management, Building Maintenance, or a related field; or equivalent combination of education and experience.
- At least five (5) years of hands-on experience in building maintenance with proficiency in HVAC, plumbing, electrical, carpentry, and painting.
- At least two (2) years of experience in a supervisory role, preferably within a government or public sector environment.

LICENSES OR CERTIFICATIONS

- Certification in HVAC servicing and maintenance preferred.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

SKILLS AND ABILITIES

- Strong leadership skills with the ability to manage and motivate a diverse team.
- In-depth knowledge of building systems, including plumbing, electrical, HVAC, and safety systems.
- Ability to read and interpret mechanical blueprints, wiring diagrams, and technical manuals.
- Knowledge of local building codes, safety regulations, and maintenance practices.
- Strong problem-solving abilities, with the ability to quickly diagnose and resolve facility-related issues.
- Excellent organizational and time management skills with the ability to manage multiple priorities effectively.
- Strong communication skills, both oral and written, with the ability to collaborate with various departments and stakeholders.
- Proficiency in using basic office software (e.g., MS Office) and maintenance management / work order management software.
- Ability to perform work including concrete finishing, basic electrical repairs and wiring, basic plumbing, roof repairs, and basic construction and renovation tasks.

PHYSICAL DEMANDS

- The work involves heavy physical effort, including lifting, pushing, pulling, and carrying equipment and supplies.
- Ability to exert in excess of 50 pounds of force regularly, and up to 100 pounds on occasion.
- Physical tasks may include climbing, crawling, bending, kneeling, standing for long periods, and working in tight or elevated spaces.
- Must be able to work in varying environmental conditions, including exposure to heat, cold, dust, and other outdoor elements.

WORKING CONDITIONS

- The position is primarily based in an office or maintenance environment, and requires travel between various county facilities.
- Exposure to potential hazards from equipment and maintenance chemicals, requiring adherence to safety procedures.
- Work will occasionally require handling emergencies outside of normal working hours, including evenings, weekends, and holidays.
- The position requires a flexible approach to work, with occasional changes in priorities based on urgent facility needs.