

Maintenance Supervisor/Coordinator

Responsibilities:

- Upkeep of county facilities ensuring health and safety standards are upheld
- Preventive maintenance is performed consistently on county facilities and equipment
- Management of janitorial employee schedules including task assignment and monitoring of performance and inspection of facilities
- Budgetary compliance including prudent ordering of commodities ensuring purchase law compliance and knowledge of third-party specialty contractors
- Present the County Administrator and/or Board of Supervisors with a task log monthly

Qualifications / Skills:

- Knowledge of ordinary maintenance tasks along with ability to perform/supervise
- Communication with janitorial staff and management of their tasks/duties along with county leadership
- Ability to demonstrate time management and organizational skills along with problem-solving of tasks encountered

Education / Experience:

- High school diploma or equivalent. Vocational training is considered a plus.
- Documented experience in performing maintenance functions (previous employment, etc.)
- Advanced skills considered per applicant

Compensation

- Negotiable dependent upon experience
- Health insurance and PERS retirement provided by employer