

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **FACILITY MAINTENANCE SUPERVISOR II**

Spec No. 8116

### **BASIC FUNCTION**

To supervise the work of technical employees in up to two maintenance divisions and at least ten employees engaged in the full range of facility repair and maintenance work including building, security and fire systems, equipment, access, dispatch, minor remodel and construction projects and other related tasks in assigned County buildings including Corrections.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plans, organizes, directs and controls work activity of up to two facilities maintenance divisions as prescribed by professional standards; recommends and revises work procedures to meet service needs.
2. Supervises the repair, maintenance and renovation of County facilities; determines work priorities, prepares schedules and assigns tasks; coordinates operations with other divisions, departments and contractors to minimize conflicts and delays; and inspects work in progress and on completion to ensure compliance with instructions, procedures, standards and timelines.
3. Acts as a technical resource for staff resolving problems; oversees the preparation of work products necessary to carry out functions and operations of the work group while remaining consistent with county and department standards, principles, methods and priorities; signs off on appropriate documents as required.
4. Develops and implements policies, procedures and multiple budgets related to specific work group functions and ensures that area of operations complies with applicable federal and state laws, regulations and guidelines, and with county ordinances, policies and procedures.
5. Coordinates operations and promotes partnerships with other county departments and programs, outside agencies, citizen groups and the general public as necessary; provides technical assistance to other public agencies or sections as required.
6. Plans, schedules, supervises, and evaluates the work of subordinate employees; provides instruction, training, coaching and assistance as necessary; completes personnel actions including evaluations and discipline; participates in personnel processes including hiring, promotions, transfers and terminations.
7. Monitors and inspects work in progress and upon completion to ensure timely completion and compliance with instructions, procedures, and standards; assists subordinates as necessary, and resolves construction and maintenance problems as required; enforces safety rules and regulations.
8. Reviews and evaluates work methods and procedures to ensure safe working conditions and efficient operations, and recommends changes as necessary.

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9. Prepares work estimates including material, equipment and labor requirements; requisitions items for regular operations and to maintain inventories; establishes internal controls to safeguard equipment, material and supplies; arranges equipment rentals as required; approves routine purchases; monitors expenditures; investigates overages and irregularities; and assists with preparing and administering annual program budgets including personnel costs.
10. Responds to inquiries from internal customers regarding specific facility maintenance problems or issues.
11. Matches budget, equipment, supplies and human resources with needs; sets priorities within the building management program.
12. Interprets and maintains physical plant in compliance with applicable building, health, safety, fire and environmental codes and regulations; initiates required corrective action.
13. Develops, recommends, and implements preventative maintenance programs as required.
14. Maintains records, prepares reports and composes correspondence relative to the work.
15. Serves as liaison to building occupants, identifying and resolving current and potential maintenance problems.
16. Recommends, directs and enforces management policies and procedures to ensure harmonious tenant and employee relations.
17. Reviews building maintenance contracts, monitors activities of service employees and consults with contractual supervisors to ensure compliance with contract specifications.

#### **STATEMENT OF OTHER JOB DUTIES**

18. Supervises emergency repairs and services as required.
19. Conducts inspections to ensure that facilities are properly maintained.
20. Inspects work in progress and evaluates facility construction and renovation projects to ensure compliance with instructions, procedures, standards and timelines.
21. Maintains complete inventory of equipment; develops, implements and monitors preventative maintenance schedules to ensure maximum longevity of equipment; and determines replacement, repair and maintenance needs.

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22. Participates in developing program short and long term plans, goals and objectives; facility policies, procedures and rules; and required reports as needed.
23. Advises department director and managers regarding facility issues and problems and other staff as necessary.
24. Provides input into the development of long-range budget and planning information.
25. May perform duties of subordinates as needed.
26. Performs related duties and special projects as required.

### **MINIMUM QUALIFICATIONS**

Ten (10) years of experience performing a variety of skilled commercial building and grounds maintenance and repair work including experience supervising maintenance of complex building control systems, HVAC systems, digital security systems, and electrical systems, operation of a variety of motorized construction and maintenance equipment and a minimum of four (4) years supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### **SPECIAL REQUIREMENTS**

A valid State of Washington driver's license is required for employment.

A valid First Aid Card is required for employment.

A job offer will be conditioned on satisfactory results of a criminal background investigation and post offer physical exam or inquiry.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- standard methods, practices, tools and equipment of facilities management
- principles and practices of supervision, program planning and customer service
- standard methods, techniques, tools, materials, and equipment used in all phases of construction, maintenance, and repair work
- carpentry, gardening, electrical and mechanical systems, landscaping, plumbing, and heating and ventilation equipment
- relevant building, electrical, fire, mechanical, and related codes and ordinances

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- the capabilities, uses, and maintenance of standard motorized construction and maintenance equipment
- preventative maintenance methods and procedures
- custodial and maintenance techniques
- basic practices of accounting and budgeting
- occupational hazards and safety rules and regulations
- first aid methods and techniques

Ability to:

- plan, schedule, supervise, and evaluate the work of subordinate employees
- solve problems on an immediate basis
- identify and solve administrative problems
- enforce security regulations
- analyze and determine resource requirements for all types of construction, maintenance, and repair work
- read, interpret, and work from a variety of blueprints, drawings, sketches, and work orders
- train and supervise lower-level employees
- perform skilled work in a number of different building, construction, electrical, and mechanical trades areas
- use a wide variety of hand and power tools skillfully and safely under a variety of work conditions
- operate and maintain a variety of standard motorized construction and maintenance equipment
- read, understand, and enforce safety rules and regulations
- recognize and correct unsafe working conditions
- analyze a variety of construction, maintenance, and repair problems, and take appropriate remedial action
- communicate effectively, both verbally and in writing
- maintain complete and accurate written records, and prepare required reports
- establish and maintain effective working relationships with superiors, subordinates, co-workers, and the general public

#### **PHYSICAL EFFORT**

The work may involve occasional manual labor tasks and/or the operation of a variety of construction and maintenance equipment, as necessary.

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### SUPERVISION

The employee reports to and receives general direction from an administrative superior, as assigned. The work requires considerable independent judgment by the employee who has considerable latitude in scheduling and assigning work to subordinate employees. The work is reviewed through status reports and results obtained.

### WORKING CONDITIONS

The work is performed at a variety of work sites including outdoors in all types of weather conditions and involves exposure to a variety of hazardous work conditions. Administrative work is usually done in a normal office environment.

The work is primarily performed at an assigned facility maintenance shop, with field trips as necessary to coordinate operations, supervise staff and repairs, and attend meetings.

The work may be performed at the County Corrections Center, Denny Juvenile Justice Center and other critical work environment which may present inmate work hazard situations. The employee is required to be on-call outside normal office hours and work evenings, weekends and holidays as required.

Supervisory responsibilities include various trades and numerous facilities used for general operations and specialized functions such as medical examiner, corrections, juvenile detention, law and justice, emergency services, non-profit and public assembly in addition to leased properties; several facilities are open 24 hrs, 7 days a week; and Facilities Maintenance is a first responder in a variety of emergency situations.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 2010

Revised: May 2020

EEO Category: 8 - Service Maintenance

Pay Grade: 245 - Classified Pay Plan

Workers Comp: 1501 Hazardous