

**JOB TITLE:** Building & Grounds Maintenance Supervisor

**SUPERVISED BY:** Pondera County Board of Commissioners

**SUPERVISES:** All Employees assigned to housekeeping

**SALARY:** DOE - This position is a non-exempt **Full-Time position**, not to exceed 40 hours per week (2080 hours per year). This position will accrue **compensatory time** under the guidelines of the Federal Fair Labor Standards Act and applicable Montana law. Pay cycle is **monthly**.

*The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

**Work Unit Overview:** The Building and Grounds Maintenance Department is responsible for the maintenance and operation of County-owned buildings. The Department provides custodial services, grounds keeping, snow removal, and facility maintenance for the Pondera County Courthouse and Pondera Center and all adjacent buildings and grounds.

**Job Summary:** The Maintenance Supervisor maintains all major and ancillary buildings, equipment and adjacent grounds located at 20 4<sup>th</sup> Avenue SW, Conrad, Montana, owned and operated by Pondera County as a courthouse complex, and all major and ancillary buildings, equipment and adjacent grounds located at 311 South Virginia Street, Conrad, Montana, owned and operated by Pondera County as "Pondera Center" for the Public Health Department and Senior Center. Maintenance to these locations is to ensure each are clean, safe and operational in accordance with County policies and applicable laws. Duties include ensuring that plumbing, electrical, structural, and mechanical systems function properly and are maintained according to established procedures and applicable codes. This includes, but is not limited, to snow removal and maintaining the lawn, landscape and parking areas. This position prioritizes projects and work orders, directs and oversees contracted services, orders necessary supplies and equipment and manages inventories. Work hours are variable. Employee is "On Call" and must respond to emergency maintenance requirements.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Maintain facilities systems in the Pondera Center and Pondera County Courthouse and their respective adjacent buildings by checking for proper functioning, and testing systems to ensure they operate safely and efficiently according to industry standards, policies and laws. Manage mechanical and operational problems as they arise and, when necessitated and approved by the Pondera County Commissioners, request the services of a licensed professional when diagnostic issues require more expertise.

- Maintain clean and organized work space including, but not limited to, any area designated as office for this position.
- Operate and maintain emergency generators to ensure they are available and operational when necessitated to sustain the County's operations when the power is out. Operate and maintain the Courthouse and Pondera Center HVAC and low-pressure boiler systems to ensure they are fully operational and safe at all times.
- Monitor and maintain the Courthouse and Pondera Center fire extinguishers and alarm systems including smoke detectors and fire alarms to ensure they are fully operational at all times. Monitor and maintain the elevator to ensure it is fully operational at all times.
- Repair fixtures and equipment as needed to ensure facilities are fully operational, free of unsightly damage, monitor and maintain as the process of normal wear, tear, and product failure unfolds.
- Paint interior and exterior of building after coordinating with Courthouse and Pondera Center personnel schedules or immediately when required.
- Wash interior and exterior windows after coordinating with Courthouse and Pondera Center personnel schedules or immediately when required.
- Monitor and maintain the Courthouse and Pondera Center roofs, windows, walls and doors, to ensure they are in good repair.
- Perform repairs that require basic skills as an electrician, carpenter, plumber, mechanic, painter, Heating, Ventilation and Air Conditioning (HVAC) technician and roofer, upon the approval of the Pondera County Commissioners. Upon the approval of the Pondera County Commissioners, ensure that the services of a licensed professional is obtained when a repair requires more expertise or local ordinances require it.
- Maintain, clean and repair all office furniture and equipment. Relocate office furniture, fixtures and electronic equipment as required.
- Perform janitorial duties including sweeping, mopping, scrubbing, stripping, waxing and buffing hallway floors, stairs, offices and restroom spaces. Clean interior and exterior surfaces of the Courthouse and Pondera Center. Maintain all carpeted areas within the Courthouse and Pondera Center including vacuuming and shampooing after coordinating with Courthouse and Pondera Center personnel or immediately when required.
- Install, operate, maintain, and repair water filters, softeners, piping, and pumps used in conjunction with water distribution, including all sinks, toilets, and supply lines. Install, operate, maintain, and repair all types of motors and engines used to power pumps, compressors, and fans.
- Perform and maintain all government requirements in displaying the American flags.
- **Unlock** the Courthouse's exterior doors on normal work days, **at 7:45 a.m.** and **lock** the Courthouse's exterior doors on normal work days, **at 5:00 p.m.**

- Maintain facilities in all County buildings to ensure buildings are fully operational and safe for other County staff and the general public. Monitor, re-lamp, and replace ballasts as needed, repair and replace faucets and flush valves, replace lightbulbs as needed, repair furniture and property damage to flooring, drywall, interior and exterior doors and windows. This also includes monitoring and maintaining plumbing, electrical, and structural systems.
- Administer preventative maintenance of facilities, tools and equipment in order that routine maintenance schedules will help maintain a safe environment that will continue to serve its intended function. Monitor facilities' systems, routinely inspects tools and equipment, and coordinate preventative maintenance activities (e.g., performance testing, cleaning/oiling, sharpening, etc.) to ensure safety and effectiveness.
- Prioritize projects and work orders based on the nature and urgency of specific problems, available resources, and anticipated timelines to ensure projects are completed. Ensure efficient resolution of critical facilities such as HVAC, boiler and lighting and, with the approval of the Pondera County Commissioners, coordinate contract services, supplies, and equipment as necessary.
- Determine need for and scope of contract services to ensure quality, timely, and cost-effective maintenance services. With the approval of the Pondera County Commissioners, select and monitor contract personnel, coordinate job preparation (e.g., tools, notices, sequencing, etc.), and assist with various projects related to the incumbent's areas of expertise. Review invoices and present to the Pondera County Board of Commissioners to approve payments as appropriate.
- Manage inventories of tools, equipment, and parts such as belts, filters, valves, motors, etc. to ensure the availability of maintenance resources. Maintain operational effectiveness by sharpening, fueling, calibrating, etc. tools and equipment as needed. Upon approval of the Pondera County Commissioners, order necessary tools and equipment and provide budget information to the Commissioners as requested. Evaluate costs and specifications of available supplies and equipment to ensure a high level of quality at the lowest possible cost.
- Maintain and manage the grounds around and adjacent to the Courthouse and Pondera Center including lawns, sidewalks, drive ways and parking areas. These duties include mowing, watering and fertilizing lawns, trimming shrubbery, keeping all sidewalks, parking areas, walkways and steps free of snow, ice or other foreign material.
- Maintain vacant property owned by Pondera County adjacent to Logan Health - Conrad including mowing, watering and removal of any foreign material.
  - Prepare and submit preventive maintenance logs and schedules, activity reports, inventory reports, equipment logs, inspection reports, and other records to provide accurate, complete, and timely information.
  - Perform a variety of miscellaneous duties including but not limited to installing cable for computers, assembling new equipment, hanging drapes, minor pre-approved remodel projects and other tasks that may become necessary.

- Perform other duties as assigned including but not limited to managing special projects, attending meetings and conferences, providing backup for other staff, participating in training, etc.
- Arrange for support staff for this position and that of any employee supervised by this position, prior to scheduled vacations and absences.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- This position requires strenuous walking, bending, and standing for extended periods; lifting and transporting machines, tools, and equipment weighing up to 100 pounds; and exposure to loud noises, electricity, extreme heat, natural gas, dust, power tools, and other hazards associated with an active maintenance site.
- Required to clean and paint overhead for extended periods of time and safely climb up and down ladders and scaffoldings.
- This position involves exposure to adverse varying weather conditions of extreme hot and cold temperatures.
- Work with chemicals, power tools, and various maintenance projects that require the use of protective clothing and equipment (e.g., gloves, dust masks, eye screens, etc.).
- The incumbent's work in secured areas of the County Detention Center may involve risks associated with threatening and/or confrontational inmates.

**Supervision Exercised:** *List jobs reporting to the subject position and level of supervisory authority.*

This position directly supervises the part-time housekeeper position including, but not limited to, performance evaluations. In addition, this position directs and oversees contractors involved with various maintenance projects, as approved by the Pondera County Commissioners, by determining appropriate methods and project sequencing, evaluating ongoing work, and resolving technical problems.

**Knowledge, Skills, and Abilities:**

- Knowledge of system, theory, and procedure for installation, operation, maintenance, and repair in two or more of the following areas:
  1. Electrical;
  2. HVAC;
  3. Refrigeration;
  4. Electronic;
  5. Plumbing;
  6. Painting and carpentry;
  7. Boiler systems and corresponding computer systems.including Uniform Mechanical, Electrical, Building, Fire, and Life Safety Codes.
- Knowledge of the effective use of tools, equipment, and materials used in building trades.
- Knowledge of procedures, materials, and tools used in remodeling buildings and building furniture.
- Knowledge of occupational hazards and safety precautions of the building and mechanical trades, including using highly toxic paints, cleaning agents and herbicides.
- Knowledge of lock replacement.
- Knowledge of project management.
- Knowledge of electrical circuits and their components (e.g., circuit boards, transfer switches, etc.).
- Knowledge of plumbing systems, carpentry, and construction.
- Skill in repairing machines or systems using the appropriate tools.

- Skill performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Skill in troubleshooting, critical thinking; and complex problem-solving.
- Ability to safely and effectively operate and maintain power tools.
- Ability to diagnose and resolve mechanical problems.
- Ability to communicate with individuals of varied technical levels.
- Ability to be courteous and friendly.
- Ability to effectively manage maintenance projects, prioritize work orders, perform strenuous physical work for extended periods of time, motivate staff and contractors to achieve maintenance objectives, and learn and apply new methods and technologies.

**ADDITIONAL REQUIREMENTS:**

- Possess a Montana Class D driver’s license.
- Bondable under the provisions of the Pondera County insurance policy.
- Participate in a continuing education program relevant to the duties and responsibilities of this position.
- Attend training and/or work-related functions which may require intermittent travel.

**OTHER:**     **Position requires the uses of chemicals that may be toxic in nature or contribute to allergy problems.**

**Education and Experience:**

The job requires education and experience equivalent to graduation from high school and a minimum of one (1) year of post high school education or training in the areas of carpentry, air conditioning, boiler maintenance, basic electrical, plumbing, or facilities management and two (2) years of progressively responsible work experience dealing with maintenance of buildings and grounds. Documented supervisory experience is desirable.

The incumbent must possess or obtain specialized certification in low-pressure boiler engineering in compliance with State requirements and regulations within five months of employment.

APPROVED and ADOPTED this 3<sup>rd</sup> day of April, 2024.\_\_\_\_\_

**I HEREBY CERTIFY THAT I HAVE READ and DO UNDERSTAND THE DUTIES and RESPONSIBILITIES CONTAINED IN THE ABOVE JOB DESCRIPTION and WILL FULFILL THESE OBLIGATIONS TO THE BEST OF MY ABILITIES. I FURTHER CERTIFY THAT I WILL COMPLY WITH ALL FEDERAL, STATE, AND COUNTY POLICIES THAT APPLY TO THIS POSITION.**

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Employee’s Signature

\_\_\_\_\_  
Date

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Employee’s Printed Name