

WICHITA COUNTY

Job Announcement



Job Posting Number: 2021-023

POSITION: Building Maintenance Supervisor

LOCATION: Wichita County Courthouse
900 7th Street, Room 109
Wichita Falls, Texas 76301

REPORTS TO: Commissioners Court

HOURS: 8:00 a.m. - 5:00 p.m., Monday – Friday
(On Call 24 hours/day, 7 days/week, 30-minute response time)

SALARY: Up to \$42,000 Annually (Depending Upon Qualifications)

POSTING DATE: May 5, 2021

CLOSING DATE: May 19, 2021 or Until Filled

► **JOB SUMMARY:**

The Building Maintenance Supervisor will supervise all building maintenance staff and janitorial staff in all mechanical, electrical, plumbing, air conditioning and building maintenance functions within all Wichita County buildings. Must be capable of performing general mechanical and maintenance duties. The position requires general and specific knowledge of maintenance functions, with an emphasis on HVAC, plumbing and electrical work. Must be capable of working in potentially hostile/violent environments where persons are incarcerated. The position may occasionally require the moving of boxes or furniture in County owned facilities as needed. The position requires on-call capability and ability to drive a vehicle and respond to emergencies during off-duty hours.

► **ESSENTIAL JOB FUNCTIONS:**

- Supervise staff of twelve and establishes work priorities to insure all work orders are completed in a timely and cost effective manner.
- Manages staff leave both scheduled and unscheduled
- Oversees renovation projects and maintenance of all county facilities
- Implements project requirements and secures professional services as required, ensuring that all projects are completed on time, within budget and according to specifications.
- Schedules and coordinates all equipment overhauls, warranty work, new construction, renovations, daily maintenance, repairs and equipment replacements including electrical, plumbing, HVAC, painting and carpentry.

Performs general building maintenance and repair duties to include:

- Heating, ventilation and air conditioning
- Plumbing and irrigation
- Electrical and electronics repair and troubleshooting
- Security, fire alarm systems
- Carpentry and minor construction
- Floor tile and carpet repair, installation and maintenance
- Painting
- Assists with the moving of equipment.
- Performs other duties and projects as assigned by the Commissioners Court.

► MINIMUM QUALIFICATIONS:

- Must be at least eighteen (18) years of age.
- **Education** - Must be a high school graduate and or the equivalent (GED).
- **Associates Degree or specialized technical training or a minimum five year experience in one or more of the following:**
 - **Electrical**
 - **Plumbing**
 - **HVAC**
 - **Electronics**
 - **Carpentry/construction**
 - **Security/ fire alarm systems**
- Must pass a Drivers' License check conducted and paid by Wichita County.
- Must be able to coordinate work with staff.
- Must have a valid Texas Driver's License (Class C), a satisfactory driving record and be insurable to drive County-owned vehicles and equipment.
- Must possess basic computer skills to include Microsoft Office Suite.
- Must have a working knowledge of methods, procedures, equipment and materials used in building maintenance work.
- Must have a working knowledge of basic building maintenance and repair.
- Must be able to use hand and power tools, equipment and mechanical devices of the trade.
- Must be available and able to work during irregular hours, emergencies and disasters.
- Must be able to respond to work (report to the Wichita County Courthouse or other assigned location) within thirty (30) minutes after being notified of an emergency or disaster.
- Must be able to communicate effectively with others, both verbally and in writing.
- Must be able to effectively communicate in an open public meeting.
- Must be able to read, write and record information and maintain logs.
- Must be of good, moral character.
- Must be able to conduct self in a professional manner and develop and maintain good working relationships with co-workers, supervisors, department heads, County officials and the public.
- Must be able to work a flexible work schedule and be available to work hours other than 8 a.m. – 5 p.m. and days other than Monday through Friday (M-F).
- Must pass a pre-employment physical exam, drug test and WorkSteps test paid by Wichita County.
- Must have no convictions for Driving While Intoxicated (DWI), Driving Under the Influence (DUI) or drug offenses **in the previous 10 years.**

- Must pass a thorough criminal background investigation conducted by Wichita County.

► **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

- Must consistently observe the established work schedule and regularly attend work.
- Must be physically able to safely move and lift loads weighing up to 50 pounds and occasionally move and lift loads weighing up to 100 pounds, such as steel jail cell doors, equipment components and parts.
- Must be physically able to perform various motor movements during the normal workday to include standing, sitting, kneeling, squatting, bending, stooping, pushing, pulling, bending, turning, twisting, walking, climbing, grasping, squeezing, reaching and lifting to accomplish job tasks.
- Must be physically able to work in various types of weather conditions with exposure to inclement and adverse weather and seasonal extremes of heat and cold.
- Must be capable of working in confined spaces and environments for extended periods.
- Must be capable of working in various environments to include restricted and potentially hostile/violent work areas such as the Wichita County Jail and Juvenile Justice Center.
- Must wear required/appropriate personal protective equipment (PPE) provided by Wichita County.
- Must comply with all safety requirements and safe practices and attend scheduled safety meetings.
- Must observe and comply with Wichita County's NO SMOKING policy in County-owned buildings, offices, vehicles and on property designated as NO SMOKING areas.

► **CONDITIONS OF EMPLOYMENT:**

- Must pass a pre-employment physical examination, drug test and background check paid by Wichita County.
- Regular attendance and punctuality are mandatory.
- Must observe and comply with Wichita County's NO SMOKING policy in County-owned buildings, offices, vehicles, motor driven equipment and on property designated as NO SMOKING areas.

► **APPLY TO:**

**Wichita County
Human Resources Office
900 7th Street, Room 132
Wichita Falls, TX 76301
Phone: (940) 766-8108**

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD (800) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADA Compliance Office, Room 132, Wichita County Courthouse, 900 7th Street, Wichita Falls, Texas 76301.