



# NOTICE OF VACANCY

## Maintenance Supervisor

Grade Salaried - Starting Pay \$50,000 – \$60,000 (based on qualifications).

State Retirement  
 VSP Vision Insurance  
 Vacation/Sick Leave & Holiday Pay

Blue Cross Blue Shield Health & Dental  
 County Paid Life Insurance  
 Four 10 Hour Day Workweek

<b>Division</b>	<b>Department</b>	<b>Location</b>	<b>Reports To</b>
Maintenance	Maintenance	Dale County Commission	Chairman

### Job Summary

Performs technical, administrative and management work overseeing the daily operations of the Maintenance Department; this includes directing and prioritizing new building projects as well as maintenance on all County owned buildings and properties. Duties include overseeing all activity of building maintenance, develop short and long range plans, performs administrative duties, manages special projects and events, supervises employees, and assisting with the facilities operating budget. Responds to complaints to determine action required by Maintenance Department personnel and works to seek resolution. Oversees Maintenance staff, assigning tasks and projects, provides information and direction on how to complete assignments and inspects work for quality and timeliness. Keeps records on repairs and maintenance performed on buildings and equipment. Responds to after-hours emergency calls. Required to make purchasing decisions set forth in County policies & State law. Annual reporting to State Ethics Commission.

### Duties and Responsibilities

- Conducts monthly inspections of all buildings to ensure that all County facilities are performing minor electrical, plumbing, and structural repairs as needed; performs work as required.
- The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the County Chairman, Maintenance staff, other County employees, and the general public.
- Supports and communicates all County implemented safety policies/guidelines and training techniques to employees and develop an ongoing safety-first work environment.
- Monitors County facilities to identify any repair needs and makes minor repairs as necessary.
- Monitors the need for work of outside contractors and vendors in the performance of all maintenance related functions.
- Prepares and administers bids and contracts, applying AL bid laws, with outside vendors to implement department functions to include facility construction/repair/maintenance, major fleet purchases, etc.
- Maintains records of repairs and maintenance performed.
- Light carpentry skills.
- Provides for building and grounds maintenance.
- Maintains voting machines, prepares machines for elections, and troubleshoots elections.
- Other duties as assigned.

### **Knowledge, Skills & Abilities**

- Knowledge of general building maintenance and facilities operations including plumbing, heating, cooling, and electrical systems as needed to maintain the buildings' structure and plant operations in proper condition.
- Knowledge of materials, methods and means of commercial construction and commercial cleaning.
- Ability to accurately read and interpret blueprints and wiring diagrams.
- Ability to efficiently perform minor HVAC, electrical, and plumbing repairs.
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Education/Work Experience**

- High School Diploma or GED; and
- Considerable experience in the maintenance and minor repair of buildings and grounds; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Statements included in this description are intended to reflect general duties and responsibilities. Applications may be obtained and returned to the Commission Office, 202 Highway 123 South, Suite C., Ozark, AL 36360 or printed from our Website [www.dalecountyal.org](http://www.dalecountyal.org) and mailed.

**Deadline for accepting applications is September 09, 2024.**

Dale County is an Equal Opportunity Employer.

**As a condition of employment the Dale County Commission will require a satisfactory drug screen and must be insurable on our Vehicle Policy.**