

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## JOB ANNOUNCEMENT

**POSITION: MAINTENANCE SUPERVISOR**

Posting# 7500-0316 jhm

### REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

**STARTING SALARY: Step 42, \$24.53 per hour, \$1,962 Bi weekly**

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE: February 24, 2016**

**CLOSING DATE: March 9, 2016**

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*

**For additional information see the job description at - <http://www.utahcounty.gov/jobs>**

**JOB SUMMARY:** Under the general direction of the Buildings and Grounds Division Manager, oversees and performs work related to the maintenance, construction, remodeling, and repair of county facilities. Supervises full-time and temporary maintenance personnel.

**DUTIES INCLUDE:** Supervises, plans, coordinates, and directs the work of assigned personnel. Assists with staffing decisions including hiring, training, performance evaluation, scheduling of workload, delegation of assignments, and retention of assigned personnel. Participates as a member of the Division Management Team including informing and advising the team of project and maintenance status. Makes budgetary recommendations for both capital and operational expenses. Assists in the planning, design, maintenance, remodeling, and construction of all county buildings. Schedules and supervises a variety of journey level construction, maintenance, and repair projects. Inspects maintenance work and repairs to building support equipment. Develops and administers preventive maintenance programs including scheduling and assigning personnel to routine and emergency projects. Purchases necessary parts and materials to complete work requests, maintains an inventory of supplies, and completes work order paperwork. Develops project plans, and provides cost and labor estimates. Submits recommendations for facilities and personnel needs. Assists in collecting data relating to costs of building operations and the replacement and maintenance of equipment. Assists in all aspects of public safety for buildings, hazardous waste materials, and employee safety. Maintains various records and reports of completed work. Transports equipment and materials to and from job sites. Responds to emergency situations on an on-call basis.

### EVALUATION AND SELECTION FACTORS INCLUDE:

**Knowledge of:** the principles and practices of building maintenance, building management, building codes, construction methods, safety practices, hazardous material handling, knowledge of electrical, plumbing, HVAC, temperature controls, boilers, and other building equipment and supervision

**Skill in:** reading, writing, and math, interpreting maintenance engineering diagrams, sketches, blueprints, and maps, and the use of hand and power tools

**Ability to:** maintain cooperative relationships with those contacted in the course of work activities, effectively estimate construction and remodeling costs

**REQUIREMENTS FOR EMPLOYMENT:** Equivalent to a Bachelor's Degree in physical plant management or related field; and five (5) years work experience in industrial or public facility maintenance and construction. Preference may be given to applicants with lead or supervisory experience. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSURE/CERTIFICATIONS:** Incumbent must possess a valid State of Utah driver's license; and some incumbents may be required to possess a commercial driver's license (CDL).

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.