

JOB OPENING NOTICE

JOB OPENING: Frio County is accepting applications for a full-time Maintenance Supervisor. Applications can be found on the Frio County website at www.co.frio.tx.us and must be submitted to the Human Resource Office at the Frio County Courthouse located at 500 East San Antonio Street, Pearsall, Texas 78061. This position is open until filled. Frio County is an “at will” and an equal opportunity employer.



FRIO COUNTY JOB OPENING NOTICE

Maintenance Supervisor

Posting Period: Open Until Filled

Location: Frio County, Pearsall, TX

No. of Available Positions: 1

Pay Rate: \$21.59/HR

Frio County Job Notices and the Employment Application are available online at <http://www.co.frio.tx.us/page/frio.Jobs.Openings>. Applications must be submitted prior to the deadline indicated in the job posting. Submit all applications to the Human Resource Office at the Frio County Courthouse located at 500 East San Antonio Street, Pearsall, Texas 78061. Frio County is an "at will" and an equal opportunity employer.

Under the supervision of the Frio County Engineer, the Maintenance Supervisor is responsible for all aspects and operations of the Building Maintenance Department. This is a skilled position, involving communication, public relation, financial planning, and technical and organizational skills.

The Maintenance Supervisor performs unskilled to semi-skilled work in the care and maintenance of County buildings and facilities. This position performs general janitorial cleaning responsibilities; lawn maintenance mowing, trimming, edging, tree and hedge trimming, and flower bed work; builds, repairs, or assembles partitions, cabinets, tables, shelves, desks, and bookcases; moves furniture, cabinets, and boxed documents for all departments; performs general carpentry and renovation work; and performs minor repairs on electrical, plumbing, and HVAC systems.

Minimum Requirements: Education, Experience, and Licensing Requirements:

- High school diploma or GED
- 5 years' experience in building maintenance or related field, or an equivalent combination of education and related experience
- 2 years of managerial/lead worker experience preferred
- Valid Texas Driver's License - Class C

Job Responsibilities:

- Supervises, leads, and manages a group of up to 10 people
- Prepares employee work schedules and monitors work hours. Develops employee assignments and evaluations. Makes recommendations in regards to employee actions.
- Prepares and submits reports on projects and proposals

- Assists in the preparation of the annual budget to include recommendations on the purchase of equipment and supplies
- Assists in the preparation of the Building Maintenance Program, Safety Program, Training Program, and other programs
- Assists in the preparation of the annual Building Maintenance Report and other associated reports
- Develops and maintains department plans and policies. Inspects project sites and ensures compliance with County standards, plans, and specifications
- Investigates and addresses work orders and citizen concerns/issues in a timely manner
- Performs general carpentry and renovation work in the construction, repair or alteration of floors, roofs, stairways, partitions, doors, windows and screens; builds, repairs, or assembles partitions, cabinets, tables, shelves, desks and bookcases
- Provides lawn care by running lawn mowers, hand tools, shovels, rakes, and other equipment used for the maintenance of county lawns
- Performs general janitorial cleaning responsibilities as assigned
- Performs semi-skilled work in the replacement of faulty switches, sockets, plugs, fuses, insulators and other minor electrical work; assists in major electrical projects
- Performs maintenance work on heating and air conditioning systems, checking thermostats, couplers, fuses, belts, motors, etc.; assists in major heating and air conditioning repair projects
- Performs plumbing tasks, including but not limited to changing faucet washers, stems, seals, etc.; installing water and sanitary fixtures and equipment; and repairing toilets by changing tank bulbs, overflow tubes, guide wires, etc
- Assembles and moves furniture; sets up and disassembles meeting rooms
- Sands, paints or stains walls, woodwork, cabinets, tables and other wooden articles
- Hangs and finishes sheetrock, paneling, wallpaper, tile and moldings; installs and repairs carpeting; installs glass panes; installs suspended ceiling grids and tiles
- Operates pickup trucks to transport materials to and from job sites or to deliver mail and supplies to County offices
- Supervises activities of community service workers assigned by the courts
- Regular and punctual attendance is required
- Performs other related duties as required

Qualifications / Skills / Abilities:

- This employee works independently with little direct supervision, and works with others in a group setting to accomplish common goals and deadlines.
- Ability to communicate effectively and must have supervisory, management, and organizational skills. Public Relation skills are also a requirement for this position.
- Ability to establish and maintain effective working relationships
- General knowledge and experience supervising staff, staffing projects, and delegating work assignments
- Considerable knowledge of the procedures, materials, and equipment related to buildings and structures, including but not limited to plumbing, carpentry, mechanical, and electrical trades
- Requires considerable knowledge of supply management and inventory control

- Requires considerable knowledge of tracking budget expenses, reporting skills, and informing others
- Requires knowledge of managing processes and promoting process improvement
- Requires general knowledge of the occupational hazards of building trades work and the associated safety precautions
- Requires skills in the use and care of a variety of hand and power tools necessary to perform plumbing, masonry, carpentry, mechanical, electrical, and woodworking tasks
- Requires the ability to perform manual labor for extended periods of time as required by work assignments
- Requires the ability to establish and maintain effective working relationships as necessitated by work assignments
- Requires the ability to be accountable for inventory and property management
- Requires the ability to use small office equipment, including but not limited to computers, printers, copy machines, and multi-line telephone systems
- Knowledge of computers and office software including: Microsoft Word, Excel, and Outlook

Physical Demands:

- Must be able to operate motor vehicles, including but not limited to light pickup trucks
- Must be able to operate a variety of equipment, including but not limited to mechanics' tools, carpenters' tools, electrical tools, plumbers' tools, shovels, rakes, etc.
- Must be able to exert up to 75 pounds of force occasionally, and up to 50 pounds of force frequently, and 25 pounds of force constantly to move objects
- Position requires lifting, carrying heavy loads, bending, stooping, crouching, climbing, reaching or stretching arms, legs, or other parts of the body to physically maneuver over or upon varying terrain, surfaces, or physical structures or in tight spaces.
- Position requires the ability to see, hear, and speak in English

Work Hours / Benefits / Other Work-Related Information:

Work hours and benefits have been established by the Frio County Handbook, Section 2, Employee Compensation and Benefits. The normal work hours of Frio County shall be from 8:00 a.m. until 5:00 p.m., Monday through Friday, unless otherwise directed by the Department Head. The Department Head shall determine the exact work schedules for their employees in order to meet the needs of the County.

Employees may be required to work a schedule that varies from the normal work schedule or they may be subject to call back in-case of emergency or special need. Work afterhours and on weekends is required. Work may be required on holidays in order to meet the needs of the County.

Travel is required for this position. Work locations will vary from day-to-day and will primarily be located throughout the County. Employees will be exposed to heavy machinery, excessive noises, hazardous chemicals, and all types of weather, varying from mild to inclement weather. Employees will also work in a general office environment.