



## Delaware County

This document is used to provide a basic description of essential duties and other work elements

<b>Job Title:</b> County Building Superintendent	
<b>Department:</b> Commissioners Liaison	<b>Position Fund Account No.:</b>
<b>Division:</b> Building and Grounds	<b>Job Category:</b> EXE - Salary
<b>Work Schedule:</b> Core Hours 7:00 am to 4:00 pm with lunch	<b>Job Grade:</b> A \$62,400.00
<b>Reports to:</b> Commissioners	<b>Status:</b> Full-time
<b>FLSA Status:</b> Exempt	<b>Effective Date:</b> August 2021 <b>Re-evaluation Date:</b> December 2023

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as County Building Superintendent for Delaware County Commissioners, responsible for overseeing all maintenance and custodial staff for maintenance of buildings facilities.

### DUTIES:

Working supervises assigned personnel, including analyzing human resource needs, maintaining proper staffing levels, interviewing/hiring personnel, providing orientation for new hires, administering personnel programs, coordinating work schedules, coordinating training activities, reviewing reports of subordinates, authorizing leave time, reviewing position responsibilities on a regular basis, evaluating employee performance, making personnel and salary recommendations, and initiating disciplinary procedures as warranted.

Oversees the day-to day operations of the department, such as ordering and maintaining inventory and supplies, contacting vendors and contractors, and assisting with departmental budget.

Ensures compliance with all building, fire, safety, and regulatory codes.

Ensures all county policies and procedures to buildings and grounds are followed and adhered to.

Oversees HVAC, electrical, and mechanical equipment operation.

Oversees landscape maintenance, including snow and ice removal.

Evaluates systems of facilities to determine maintenance or repairs needed.

Creates a facilities maintenance and project schedule, ensuring work is completed correctly and in a timely manner.

Responds to emergencies on a 24-hour basis.

Performs other related duties as assigned.

**I. SKILLS AND KNOWLEDGE:**

High school diploma or HSE with technical training, one to five years of experience working with mechanical systems, and supervising personnel.

Must be at least 18 years of age.

Ability to meet all department hiring requirements, including passage of a medical exam and drug test.

Practical knowledge of and ability to make practical application of Department safety policies and procedures, including OSHA guidelines and safety precautions and practices applicable to working with a variety of cleaning chemicals, cleaners, solvents, pesticides, herbicides, with ability to read and understand label directions for correct mixing and use of cleaning supplies and chemicals.

Working knowledge of carpentry, electrical, HVAC systems, mechanical maintenance, and plumbing skills, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations including control systems

Working knowledge of standard English grammar, spelling and punctuation, and ability to read blueprints and prepare detailed reports.

Working knowledge of standard office policies and procedures with computer skills, including word processing, spreadsheet, email, internet and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Ability to problem solve and deal with mechanical issues.

Ability to properly operate a variety of hand and/or power tools in performance of duties, including, but not limited to, hammer, screw drivers, wrenches, drills, power saws, air nozzle and compressor, driver, ratchet, calipers, files, mop, broom, and gauges.

Ability to properly operate a variety of machinery/equipment in the performance of duties, including, but not limited to, pallet jack, forklift, manlift, carousel, belt sander, pressure washer, drill press, and delivery truck.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to effectively communicate orally and in writing with co-workers, other County departments, contractors, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Shall comply with all employer and Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to apply knowledge of people and/or locations, plan and layout assigned work projects, and perform arithmetic calculations.

Ability to work extended hours and occasionally weekend and/or evening hours, travel out of town overnight, and respond to emergencies on 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs a variety of hands on supervisory and building and grounds maintenance duties according to standard practices. Instruction and/or guidance is obtained from County Commissioners, incumbent uses some independent judgment to ensure the proper upkeep of assigned facilities and compliance with pertinent regulations. Incumbent performs majority of duties under minimal supervision, and work priorities and schedules are primarily determined by a flexible customary routine and seasonal deadlines.

- Get quotes
- On-call contracts
- Keep open issues list
- Set budget

Incumbent reports to the County Commissioners liaison

## **III. PHYSICAL EFFORT:**

Incumbent's duties may involve continuous physical exertion, hearing sounds/communication, handling/grasping/fingering objects, standing/walking for long periods, walking on uneven terrain, pushing/pulling/lifting/carrying objects weighing more than 50 pounds, reaching, bending, crouching/kneeling, driving, keyboarding, close and far vision, and depth perception.

## **IV. WORK ENVIRONMENT:**

Incumbent performs a majority of duties in an office building, storeroom, garage/shop, car, trucks/heavy equipment, and/or outdoors involving frequent exposure to normal hazards associated with maintaining ground and buildings, such as machinery/tools, working near chemicals, grease, dirt, dust, fumes, walking on uneven terrain, working in extreme temperatures, inclement weather, and noisy environment. Safety precautions must be followed at all times to avoid injury to self and may respond to situations involving potential physical

harm to self and others.

Incumbent is occasionally required to work extended, weekend and/or evening hours and required to respond to emergencies on 24-hour basis and serve on 24-hour call on rotation basis.

**V. OTHER:**

The County Building Superintendent position is an appointed position of the County Commissioner. Specific job duties and job requirements are established at the discretion of the County Commissioner. A person appointed to the County Building Superintendent position serves at the pleasure of the County Commissioners and may be terminated by the County Commissioners at any time.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of County Building Superintendent for Delaware County Commissioners describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Approved by Human Resources Director: \_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
Reviewed with Employee Date

\_\_\_\_\_  
Employee Signature (Printed Name) Date

Signed copy to: Human Resources (Original)  
Supervisor  
Employee