

**POSITION DESCRIPTION
COUNTY OF SCOTT, INDIANA**

POSITION: Building Superintendent
DEPARTMENT: County Building
WORK SCHEDULE: 7:30 a.m.- 4:30 p.m. M-F
JOB CATEGORY: LTC (Labor, Trades, Crafts)

DATE WRITTEN: August 1995
DATE REVISED: March 2017, April 2023

STATUS: Full-time
FLSA STATUS: Non-exempt

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. The County of Scott 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 those accommodations would present an undue hardship.

Incumbent serves as Building Superintendent for County Building Department, responsible for ensuring proper operations of equipment and the safety of all County Buildings.

DUTIES:

Ensures proper operation of equipment and implements preventative maintenance program for County Courthouse and other properties and buildings owned by the County. Inspects and observes the heating, cooling, water, sewage and electrical systems. Plans and assigns maintenance activities accordingly.

Supervises and directs assigned personnel, involving planning and making work assignments, evaluating job performance, providing training including working with chemical and cleaning supplies, and providing corrective instruction.

Directs work and/or performs general maintenance and repairs on County Courthouse and other county properties and buildings, including painting, changing electrical ballasts and bulbs, and effecting minor mechanical, plumbing, electrical, and carpentry repairs.

Evaluates condition of department equipment for maintenance, repair, and replacement. Prices and recommends purchases of equipment to County Commissioners.

Assigns and assists in completing routine cleaning duties, including unlocking buildings and doors, emptying trash cans, hauling garbage, cleaning and re-stocking restrooms, sweeping, mopping, dusting, waxing, and vacuuming.

Contacts contractors and maintenance firms contracted and responsible for maintenance of Courthouse and other county buildings owned by the County for construction, renovation, mechanical systems, and contract fulfillment.

Maintains and purchases inventory of maintenance equipment and supplies, including tools and cleaning chemicals, prices and submits requisitions as necessary. Picks up maintenance supplies and parts as needed. Checks bills and invoices related to purchases or repairs for maintenance.

Ensures compliance with OSHA regulations regarding hazardous chemical usage by maintaining and continually updating records of chemicals used within the County.

Reads blueprints and operating manuals and interprets data and information to repair and maintain equipment.

Directs workers and/or completes special cleaning projects as needed, including setting up and cleaning after meetings, and washing walls and woodwork. Prepares meeting rooms for various board and community meetings, including setting up and taking down tables and chairs.

Ensures proper security of Courthouse and other County buildings by checking offices and restrooms for unauthorized patrons, occasionally escorting them out of the building and locking doors and checking for fire hazards.

Assigns and assists with seasonal duties, responsible in mowing lawns, weed eating, trimming hedges, removing snow and salting sidewalks, using appropriate equipment and materials in order to maintain the aesthetics of the Courthouse and all County buildings.

Responds to building emergencies on a 24-hour basis.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or HSE required.

Must be at least 18 years of age.

Ability to meet all hiring requirements, including passage of a drug test.

Working knowledge of carpentry, electricity, plumbing, and mechanics, with ability to perform necessary inspection and repair of County Courthouse and other properties and buildings owned by the County, and equipment.

Working knowledge of and ability to make practical application of Department safety policies and procedures, including OSHA guidelines.

Knowledge of applicable safety and security practices and procedures, with ability to take proper precautions and assure personal safety of self, co-workers, and building personnel and visitors.

Knowledge of applicable safety precautions and procedures, with proper use of chemicals and cleaning products.

Knowledge of general County operations, with ability to plan assigned work projects to minimize interference and identify and complete special projects as appropriate.

Ability to supervise and direct assigned personnel involving planning and making work assignments, evaluating job performance, providing training including working with chemical and cleaning supplies, and providing corrective instruction.

Ability to read, understand and comply with Homeland Security codes.

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

Ability to provide public access to or maintain confidentiality of all Department records and information according to State requirements.

Ability to physically perform maintenance and custodial duties, safely operate, protect, and ability to properly use and maintain a variety of machinery, equipment, hand, and power tools, including hammer, screw drivers, wrenches, drills, shovel, rake, mop, broom, lawnmower, weed eater, hedge trimmer, pruner, power drain cleaner machine, power blower, floor stripper, buffer, pickup truck, and shop vac.

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

Ability to read and understand labels on cleaning materials, time sheets, and related paperwork.

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

Ability to perform arithmetic operations and compute and calculate such as project material needs, square feet, and unit price.

Ability to read and interpret detailed prints, specifications, layouts, sketches, and maps.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work under time pressure, work on several tasks at the same time, and work rapidly for long periods of time.

Ability to apply knowledge of people and locations and to plan and layout assigned work projects,

Ability to occasionally work extended hours, weekends and evenings. Ability to regularly respond to emergencies from an off-duty status.

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

II. RESPONSIBILITY:

Incumbent receives administrative or advisory direction from County Commissioners and is responsible for supervising and directing appropriate personnel and the inspection and repair of County Courthouse and other properties, buildings, grounds and equipment owned by the County. Incumbent's work priorities and schedules are primarily determined by a flexible, customary routine, service needs of the public and seasonal deadlines. Errors are primarily detected and prevented through procedural safeguards and notification from other departments or the public.

Incumbent reports directly to the County Commissioners.

III. PHYSICAL EFFORT:

Incumbent performs majority of duties in an office building, outdoors or in a jail/confinement center, involving sitting and walking at will, standing/walking for long periods, lifting carrying objects weighing over 50 pounds, pushing/pulling/handling/grasping/fingering objects, bending, crouching/kneeling, reaching, close and far vision, color perception, speaking clearly, and hearing sounds/communication.

IV. WORKING CONDITIONS:

Incumbent may be exposed to violent or irate individuals, respond to situations involving potential physical harm to self and others, working in extreme hot or cold temperatures, in wet and icy surroundings, with or near chemicals, fumes, odors, dust and dirt, in a noisy environment, in confined areas, wearing protective clothing or equipment such as safety glasses, work in high places such as ladders and roofs.

Incumbent is required to occasionally work extended hours, weekends and evenings and is required to regularly respond to emergencies from an off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Building Superintendent for Scott County Building 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_____

Applicant/Employee Signature

Date

Print/Type Name