

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b>CLASSIFICATION TITLE:</b> Maintenance Supervisor (working title: Facilities and Support Services Supervisor)	<b>CLASS NUMBER:</b> 30205	<b>FLSA:</b> Exempt
<b>AGENCY/DIVISION:</b> Job and Family Services	<b>JOB TYPE:</b> Full Time, Classified	<b>PROBATION PERIOD:</b> 180
<b>BARGAINING UNIT:</b> Non-Bargaining	<b>PAY GRADE:</b> N16	<b>POSITION CONTROL #:</b> 930057
<b>POSITION LOCATION:</b> 1721 Northland Park Ave, Columbus, OH 43229	<b>TYPICAL WORK SCHEDULE:</b> Monday – Friday 7:30 AM – 4:30 PM	<b>SUPERVISOR (PCN):</b> Deputy Director, Finance (930050)
<b>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</b>		
Storekeeper Supervisor (930057)		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Maintenance Supervisor classification is to coordinate and oversee projects with divisions, agencies, and groups. Design and implement projects and supervise assigned staff.

**JOB DUTIES:**

Supervise assigned staff. Responsible for training, performance reviews, interviewing potential candidates and recommending new hires. Perform disciplinary functions as necessary. Oversee, review, and approve time records and assignments. Oversee and coordinate maintenance needs with Public Facilities Management. Oversee mailroom, supply room, printing services, and furniture storage and distribution. Oversee and coordinate inter office and cubicle moves, document storage and destruction, and agency safety teams. Service as liaison with Franklin Sheriff's Office and Public Facilities Management regarding agency security. Plan, design, coordinate and implement programs and projects. Recommend miscellaneous plans to include scheduling of routine tasks and projects to enhance responsible facilities and monitor activities against the plan. Direct and inspect projects performed by staff. Inspect county facilities on a daily/weekly basis to ensure that established maintenance and other assigned duties are properly performed. Ensure compliance with contracts within the division. Approve and purchase miscellaneous materials, supplies, and equipment. Prepare and present quotes for projects to requestors and management for approval. Maintain records on maintenance repairs, inventory of furniture and supplies, and projects. Implement safety practices and assist with the preparation and administration of budget and bid specifications. Provide technical assistance and advice to aid the agency in decision making. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of inventory control; employee training and development; lead work; supervision; safety practices; agency policy and procedures. Skill in skilled trade; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; recognize safety warnings; establish friendly atmosphere as supervisor of work area; demonstrate physical fitness; demonstrate strength to lift up to 75 lbs.; demonstrate strength to move objects from one location to another; demonstrate dexterity to use hands skillfully.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with some vocational coursework with five (5) years of facility/office management, maintenance, or related experience.

**Additional Requirements**

No special license or certification is required.

**Supervisory Responsibilities**

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, and to recommend the transfer or promotion of other employees.

**UNUSUAL WORKING CONDITIONS:**

May be required to wear personal protective equipment (PPE) to perform duties.

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date