

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

<u>CLASSIFICATION TITLE:</u> Engineering Supervisor	<u>CLASS NUMBER:</u> 30126	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N18	<u>POSITION CONTROL #:</u> 034300
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 7:00 AM – 4:00 PM	<u>SUPERVISOR (PCN):</u> Building Manager (034000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Engineering Foreman (034310)		

CLASSIFICATION PURPOSE:

The primary purpose of the Engineering Supervisor classification is to direct the repair, maintenance, and monitoring of HVAC and plumbing systems in county facilities. Supervise staff and subordinate supervisors.

JOB DUTIES:

Supervise and work alongside assigned workers. Direct the day-to-day operations of the engineering section of Operations in their duties (e.g., training, planning, organizing, establishing schedules, prioritizing maintenance, repairing and installing HVAC and plumbing systems). Develop, implement and monitor preventative maintenance programs for HVAC systems and other county facilities. Direct installation and operation of refrigeration, air conditioning, and heating systems and units. Implement all safety practices for assigned staff. Review and approve all-time records, performance appraisals, and other related documents for supervised staff.

Ensure contract compliance for contracts in the engineering section of operations. Estimate costs on engineering projects. Conduct inspections of facilities to determine systems and equipment operational need (e.g., condition replacement schedule). Analyze material and perform manpower, equipment, and repair estimates. Perform building maintenance program allocation budgeting.

Provide twenty-four hour, seven day per week supervision in case of mechanical failures. Maintain all records/files on equipment repairs, warranties, and replacements. Prepare engineering reports and correspondence. Inspects and reports building deficiencies. Recommend repair methods and ensure plans and prints on new constructions are verified. Oversee area tool and equipment inventory. Provide technical assistance and advise supervisor 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; supervision; safety practices; agency policy and procedures. Skill in skilled trade; equipment operations. Ability to understand system of mechanical procedures; calculate fractions, decimals and percentages; recognize safety warnings; prepare meaningful, concise and accurate reports; establish friendly atmosphere as supervisor; demonstrate strength to lift 75 lbs.; demonstrate dexterity to use hands skillfully.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associate’s degree in HVAC, facility management, or related field with five (5) years of trade experience or related experience; or any equivalent combination of training and experience.

Additional Requirements

Must possess a current Universal EPA certification.

Supervisory Responsibilities

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

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties. This position may be required to work holidays, weekends, overtime, and as necessary be on call.

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
Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.		Effective Date: _____