

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

<b><u>CLASSIFICATION TITLE:</u></b> Superintendent, Operations	<b><u>CLASS NUMBER:</u></b> 30220	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Public Facilities Management	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N20	<b><u>POSITION CONTROL #:</u></b> 030046
<b><u>POSITION LOCATION:</u></b> 373 S High Street, Lobby, Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Deputy Director, Operations (030041)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b> Building Managers (030046, 030064, 030083, 030104, 030133, 030166, and 030206)		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Superintendent, Operations classification is to provide management and direction for maintenance of county facility. Identify, plan, and supervise building and ground maintenance schedules, activities, environmental standards, and supervising staff.

**JOB DUTIES:**

Oversee and manage day to day operations of all county facilities. Supervise assigned staff. Establish standards for and monitor employee conduct and building operations. Develop and prepare facility use and staffing reports. Recommend changes in policies and procedures and provide interpretation to staff and facility users. Supervise and assist with set up changes. Provide resources for the use of specialized equipment as needed. Recommend methods of improvement for services in all areas of the facilities. Monitor the facilities environment including HVAC, lighting and cleanliness. Maintain regular observation of facility and equipment to ensure conformance with established policies and procedures. Provide leadership and technical assistance to staff and patrons for emergency procedures including electrical failures, elevator emergencies, injuries, floods and storms. Recommend maintenance and building safety solutions to Deputy Director, Operations. Recommend, schedule, and conduct training for staff. Attend meetings with outside vendor representatives, emergency first responders and PFM administration. 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 management; supervision; safety practices; agency policies and procedures; government structure and process; Skill in equipment operation. Ability to recognize unusual or threatening conditions and take appropriate action; apply principles to solve practical everyday problems; define problems, collect data, establish facts and draw valid conclusions; recognize safety warnings; add, subtract, multiple and divide whole numbers; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: Associate’s degree in mechanical, construction or related field with five (5) years of progressively responsible experience in building and facility maintenance and repair 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, to recommend the transfer and 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