



JOB VACANCY

FULL-TIME BUILDING & FACILITIES MAINTENANCE SUPERVISOR

The Gilmer County Board of Commissioners has an immediate opening for a Full-Time Building & Facilities Maintenance Supervisor. The Maintenance Supervisor is responsible for the day-to-day operations of the maintenance department, including the maintenance staff for the Gilmer County Courthouse and Facilities. This position will report to the Building & Facilities Maintenance Director.

Education, Experience, and Licensure Requirements:

- High school diploma or equivalent.
- Minimum of three (3) years' maintenance supervisor experience.
- Proven knowledge of various building and facilities operations/maintenance.
- General construction/carpentry, general/mechanical electrical experience, general/mechanical plumbing systems, and HVAC systems.
- Management/supervision, project management, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must possess and maintain a valid state of Georgia driver's license.
- Understands and knowledgeable regarding all local, state and federal laws and regulations including safety protocols.
- Must have exceptional computer skills. (Excel and Word)

Essential Functions:

- Responsible for interviewing, hiring, onboarding, training, coaching, and supervising maintenance staff.
- Responsible for organizing and overseeing the schedules and work of maintenance staff.
- Performs introductory period and annual performance evaluations for maintenance staff in a constructive manner.
- Performs general day-to-day operations of the maintenance programs.
- Under the Director, evaluates systems or facilities to determine maintenance that needs to be performed.
- Must be able to plan, supervise, and implement maintenance programs, goals, objectives, policies and procedures of the department.
- Inspect equipment/systems regularly for proper functioning and safety.
- Schedule preventive maintenance, repairs, and replacements.

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- Run errands, handling incoming and outgoing freight, and able to lift/move heavy furniture and equipment.
- Must be able to effectively manage and operate within budget.
- Maintains confidentiality of all proprietary and/or confidential information.
- Must understand and follow company policies including harassment prevention and compliance procedures.
- Displays integrity and professionalism with all associates, vendors, etc.
- Must exhibit excellent customer service and a positive professional attitude.
- Must be able to use reasoning skills, good judgment and be able to communicate productively.
- Must possess the ability to make independent decisions on procedural and technical levels when circumstances warrant such action.
- Excellent work ethic, dependable, responsible, punctual with regular attendance.
- Must be able to sit, stand, bend, lift, push, pull, stoop, walk, reach, and move intermittently during working hours.
- Strive to maintain a safe working environment through the preservation of equipment and the achievement of safe working practices.
- Assist in organizing safety meetings for the department.
- Must have exceptional analytical skills with a mindset toward strategic thinking and initiatives
- Must be a great coach, trainer and mentor.
- Required to operate County vehicle in the performance of duties outside the primary facility.
- Ensure that the outside of the property is maintained including mowing, landscaping and snow removal.
- Coordinate the removal of garbage and trash for the Courthouse and Facilities.
- Maintain inventory control for all general supplies, parts and equipment.
- Maintain all required maintenance files.
- Decorate for Holidays and Special Events.
- Perform other duties as assigned.

Scheduled work time is 8:00 a.m. – 5:00 p.m., may be required to work some overtime and an occasional Saturday. Salary depends on level of experience. Applicants will be required to submit to a post offer Criminal History/Background check and pre-employment drug screen.

Employment application can be obtained at the Commissioner's Office located at 1 Broad Street, Suite 106, Ellijay, GA 30540 or emailed to krambo-bray@gilmercounty-ga.gov . Resumes will only be accepted as a supplement to the completed employment application.

Applications can be dropped off at the Commissioner's Office Monday through Friday from 8:30 am to 4:30 pm.

Gilmer 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

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encourages both prospective and current employees to discuss potential accommodations with the employer.