



Coosa County

ALABAMA

Coosa County Commission is currently accepting applications for Maintenance Manager until 4:00 p.m. on October 10. Applications may be brought to the Commission Office located in the Coosa County Courthouse at 9709 US Hwy 231, Rockford, AL 35136 or emailed to amy.gilliland@coosacountyal.com. Please see attached job description and application.



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COOSA COUNTY JOB DESCRIPTION

Job Title: Maintenance Manager

Department: Maintenance

FLSA: Grade:

Job Description Prepared: May 2015

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: County Administrator

Subordinate Staff: Custodial Staff

Other Internal Contacts: All County Departments

External Contacts: General Public; Vendors

Job Summary

Under the direction of the County Administrator, the employee supervises employees and inmates released under the work release program. The employee ensures repairs and construction to buildings, equipment and County grounds are done in order to facilitate efficient operation of the Sheriff's Department and Coosa County government. The employee also prepares and maintains budgets and records of all funds spent.



Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation. The list of essential functions is to be used as a starting point to determine essential functions for a specific position at a specific location at a specific time.

ESSENTIAL FUNCTION: Supervision. The employee supervises subordinates and inmates and ensures jobs are completed.

1. Supervises inmates released under the work release program from Sherriff's Department.
2. Check the inmates in and out from the prison and ensures the inmates do not escape.
3. Maintains payroll and approves leave time.
4. Ensures jobs are being done in a timely manner.
5. Corrects performance of tasks.
6. Trains subordinate staff.
7. Ensures protective equipment is available and consistently utilized.

ESSENTIAL FUNCTION: Management/Record Keeping. Prepares budgets for maintenance department and maintenance in the Sherriff's department and keeps records of all funds spent.

1. Ensures necessary supplies are ordered and available.
2. Prepares a budget by evaluating the department's needs and submits the budget to the Commissioners.
3. Purchases necessary supplies up to \$1,000.
4. Maintains receipts of what is purchased.
5. Maintains maintenance budgets; discusses with County Administrator when necessary.
6. Establishes daily priorities.
7. Determines maintenance priorities.
8. Meets with county employees to maintain.

ESSENTIAL FUNCTION: Maintenance and Construction. The employee ensures repairs and construction to buildings, equipment, and County grounds are accomplished and supplies are ordered.

1. Ensures all small equipment and equipment in buildings are repaired.
2. Strips and waxes floors of buildings as needed.
3. Repairs and replaces handrails or handrail attachments as needed.
4. Ensures control of erosion on roadways.



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5. Maintains grass areas of government properties. This includes, but is not limited to, mowing, hedge trimming, arranging flower beds, pulling up weeds, fire ant control, and trash pick-up.
6. Ensures roof work is up to code and makes repairs when needed. When roof needs replacing, bids will be contracted.
7. Ensures County plumbing is maintained and kept up to code by replacing pipes, digging up and replacing leaky pipes, plunging and snaking pipes. The employee also fixes grease traps and controls the hot water supply.
8. Ensures electrical wiring of buildings is maintained by ensuring working order of current electrical system, install and maintain base plugs, and install new wiring systems when necessary.
9. Maintains the HVAC system of County government buildings by replacing filters when needed, check breakers once a year, cold cleanings and replace units when needed.
10. Provides welding assistance to the jail to ensure doors are secure and food service doors are maintained for service.
11. Replaces flooring in government buildings when needed.

ESSENTIAL FUNCTION: Equipment Operations. Operates mechanical, electrical and heavy equipment to accomplish tasks.

1. Wears and utilizes safety garb and equipment to protect self, others, and County resources.
2. Performs basic preventive maintenance services on equipment.
3. Drives and operates heavy equipment.
4. Solders and welds to repair equipment and items.
5. Threads pipes.
6. Utilizes electrical and power equipment to maintain and repair county facilities.
7. Performs other duties as required.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County rules, regulations, policies and procedures.
2. Knowledge building codes to keep buildings up to date.
3. Knowledge of detailed maintenance repairs.
4. Knowledge of computer software to do schematics and blueprints.
5. Knowledge of safety rules including accident causation and prevention.
6. Reading skills to comprehend operator manuals, directives, procedures, and instructions and to analyze schematics and blueprints.
7. Verbal skills to communicate effectively.
8. Writing skills to clearly and neatly complete routine forms and records.
9. Carpentry skills for building repair.



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10. Math and measuring skills for construction and repairs.
11. Ability to maintain budgets
12. Ability to repair equipment.
13. Ability to weld.
14. Ability to research building codes.
15. Ability to drive.
16. Ability to lift and carry heavy objects
17. Ability to supervise.
18. Ability to work outside in extreme weather conditions.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Five years of work experience in maintenance operations.
3. Supervision or management experience preferred; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
4. Possess a current, valid driver's license.
5. Possess a Journeyman's Card.
6. Possess an HVAC Certification.
7. Ability to work non-standard hours.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack, or similar situations where conditions cannot be controlled.