

Job Title: Technician Supervisor

Department: Building & Grounds
Immediate Supervisor: Director Building & Grounds

BRIEF DESCRIPTION OF THE JOB: Supervises personnel, schedules work duties, oversees remodeling projects, manages purchases for the department and provides training.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time Physical Strength Code

1) Oversees the maintenance of County facilities by managing repair and preventative maintenance requests, scheduling personnel to meet facility needs, overseeing electrical, HVAC, plumbing, elevator and structural repairs and overseeing engineering and diagnostics work.	40%	L
2) Supervises personnel by scheduling work duties, documenting time cards and other personnel paperwork and providing training and orientation.	30%	L
3) Acts as building project director by designing and troubleshooting County building projects, overseeing projects to ensure County standards are met and maintaining blue prints, operation and maintenance manuals and other technical data.	10%	L
4) Manages purchasing by working with vendors and department heads, purchasing needed materials and tools and managing the departmental budget.	10%	L
5) Performs other duties by hiring and disciplining personnel and assisting with the development of the annual budget.	10%	L

Physical Strength Column: S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary X Light _____ Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	F	Repairing equipment systems
Sitting	O	Driving, desk work
Walking	F	Around facilities
Lifting	F	Parts, materials, supplies, tools and equipment
Carrying	F	Parts, materials, supplies, tools and equipment
Pushing	F	Wire/cable, tool cart, dolly
Pulling	F	Tool cart, dolly
Reaching	F	Repairing equipment
Using Fine Dexterity	F	Computer keyboard, repairing small electrical items
Kneeling	F	Repairing equipment
Crawling	F	In attic and crawl space
Twisting	F	Reaching equipment
Climbing	F	Ladders
Balancing	F	On ladders
Seeing	C	Reading, observing repairs, driving
Hearing	C	Communicating with personnel, listening to equipment
Talking	F	Communicating with personnel
Using Foot Controls	O	Driving vehicle and equipment

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Machines, Tools, Equipment and Work Aids:

Computer and related software, hand tools, meters, diagnostic equipment, power tools, welding machines, plasma cutter, drill press, table saw, radial arm saw, miter saw, band saw, chop saw, press, sheet metal brake, wire puller, freon recovery machine, skid runner, tractor, vehicle

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	M	Extreme Temperatures	M	Noise and Vibration	M
Fumes and Odors	M	Wetness/Humidity	M	Darkness or Poor Lighting	M

HEALTH AND SAFETY					
Mechanical Hazards	M	Chemical Hazards	M	Electrical Hazards	W
Fire Hazards	M	Explosives	Y	Communicable Diseases	W
Physical Danger or Abuse	W	Other (specify)			

PRIMARY WORK LOCATION					
Office Environment	X	Warehouse	X	Shop	X
Vehicle	X	Outdoors	X	Other: Detention Facilities	

Protective Equipment Required:

Safety glasses, gloves, safety shoes, hard hat, rubber boots, rain coat, respirator mask

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	C	Emergency Situations	F
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	C	Noisy/Distracting Environment	C

JOB REQUIREMENTS

Formal Education:

Work requires knowledge necessary to understand basic operational, technical or office processes. Level of knowledge equivalent to four years of high school or equivalency.

Experience:

Over three years up to and including four years experience is required.

Certifications and Other Requirements:

Master Electrician's License

EPA Certified Universal Technician

Stentofon Communications Technical Seminar Certificate

Automatic Voting Machine Certificate

Valid Class C Texas Driver's License

Supervisory:

Work requires supervising and monitoring performance for a regular group of employees or a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

