



FANNIN COUNTY MAINTENANCE SUPERVISOR

Professional:

- Performs technical work in repair, cleaning, and remodeling in and around county facility's buildings, parks and land.
- Oversee a team of technicians, manage repairs, and keeps facilities and equipment running safely and efficiently.

Administrative:

- Responsible for the inventory and ordering of janitorial supplies.

Supervision:

- Direct and coordinates work of subordinate personnel.
- Coordinate and assign maintenance projects
- Oversee ongoing maintenance programs, including routine maintenance, seasonal preparations, renovation projects and scheduled upgrades
- Conduct regular inspections
- Maintain accurate records of repairs, inspections, inventory, etc.
- Create and adhere to an approved maintenance budget
- Collaborate with third-party contractors and technicians as needed
- Hire, train and supervise maintenance employees
- Ensure safety compliance, including training staff on safety measures

Knowledge, skills, and ability:

- Must have knowledge and skills necessary for maintenance of County facility's buildings, grounds, and equipment.
- Must be able to lift 50lb.
- Job may demand working out in extreme weather conditions.
- Knowledge of commonly used maintenance equipment and materials
- Experience with approved repair and installation techniques for various maintenance procedures, including best practices for HVAC, plumbing, carpentry and electrical work
- Excellent time management and organizational skills
- Understanding of current safety regulations and protocols
- Experience of creating and managing a budget
- Strong troubleshooting skills to identify and address malfunctions

Education and experience:

- High school diploma or equivalent.
- Previous maintenance experience necessary.
- Must have valid Georgia driver's license.