



**TOWN OF INTERLACHEN
EMPLOYMENT
JOB DESCRIPTION**

DEPARTMENT: Public Works
LOCATION: Maintenance Yard located at 300 West Tremont Street
JOB TITLE: Maintenance Supervisor
REPORTS TO: Town Council

TYPE OF POSITION:	Hours: <u>40</u> /week
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time (less than 30 hrs) <input type="checkbox"/> Contractor	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

The Maintenance Supervisor position is administrative as well as substantive (i.e., a working supervisor who shall work as many hours as needed to fulfill his/her obligation in this position). Custodian of all Town machinery, equipment, tools, supplies, buildings, streets, parks, property, etc., and is responsible for the proper maintenance, security, general appearance, etc. thereof. Perform or cause to be performed any plumbing, electrical, mechanical, carpentry and janitorial functions necessary on all Town owned buildings and any other skilled manual labor related to construction projects. Responsible for the maintenance of the Town cemetery grounds and roads. Insure proper inspection and marking of cemetery lots sold by the Town Office and compliance with all State laws and regulations pertaining thereto. Responsible for the Town Water Systems and compliance with all State laws and regulations pertaining thereto. Perform or cause to be performed installation and repairs of water meters, lines, pumping equipment, etc. and that meters are read monthly. Perform scheduled maintenance, testing and upkeep of all emergency and backup systems for all water plants. Inform the Town Office when a need arises for materials, equipment and/or repairs. Supervise all maintenance employees. Responsible for all inventoried property purchased by and for the Department and shall ensure accurate paper trails are maintained. Attend all Town Council meetings and any such other meeting related to the business of the Town as the Council Chairperson directs. Serve on the Town's Emergency Management Team. Works on call duty and performs other duties as required. **NOTE: These duties are intended only as illustrations of the various types of tasks in this class, can be changed at any time and do not constitute an employment contract. The omission of specific statements of duties does not exclude the related or logical assignment to this position. All Town employees will be subject to random drug testing.**

KNOWLEDGE, SKILL AND ABILITIES

- Advanced knowledge of tools and equipment used in buildings and grounds maintenance.
- Good organization, time management & administrative skills, interpersonal, oral and written communication skills.
- Ability to drive and operate equipment.
- Ability to work with the public in a courteous manner.

EDUCATION REQUIREMENTS

- High School Diploma or GED.
- A combination of experience, training and education which provides the required knowledge, skills and abilities.
- Must be able to pass: drug test, physical and a criminal history background check.
- Must hold & maintain valid driver's license.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands/work environment described herein are a representation to successfully perform the essential duties of this job:

Stand, walk, climb, stoop, kneel, crawl, reach and bend. Lift, carry, pull, and push 50+ pounds. Good finger/hand dexterity and hand/eye coordination. Good eyesight, hearing and speech for safety. Will work in and be exposed to outdoor weather conditions, including extreme heat/cold, wet, and humid conditions. Noise level in the work environment usually ranges from moderate to loud. May be exposed to fumes or airborne particles, toxic or caustic chemicals. Must be on call at all times, work flexible hours and reports to the Town Council.

REVIEWED BY:	APPROVED BY:
DATE POSTED:	DATE HIRED: