

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Maintenance Manager West End Plaza  
**Department:** Veteran Services  
**Revised** : March 2023

**Class** : Service Maintenance  
**FLSA** : Non-Exempt

*This job description supersedes any prior description for the Maintenance Manager West End Plaza classification.*

**GENERAL DESCRIPTION**

Responsible work involving the participation in and supervision of the maintenance and repair of County-owned buildings and maintenance of grounds other than parks and recreational facilities. Supervises the work activities of a number of skilled employees. Work is reviewed through periodic inspection and conferences with the Director Veteran Services and West End Plaza.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Inspects buildings and grounds periodically to identify and follow-up maintenance and repair needs; reviews building plans and blueprints and uses independent judgment in deciding the appropriate method and scheduling of repairs to be accomplished based on the severity of the situation.

Plans, schedules, supervises and participates in additions, repairs, and servicing of HVAC equipment, electrical repairs, plumbing, carpentry, landscaping, and lawn care.

Supervises and evaluates the performance of skilled maintenance personnel.

Requisitions equipment, tools, supplies, and materials pertinent to the department.

Receives, plans, schedules, supervises, and participates in the completion of work requests from other County departments.

Interacts with outside vendors, contractors, and individuals from other County departments.

Contacts and oversees outside contractors on mechanical services and repairs.

Oversees outside mechanical contractors on equipment replacements.

Assists in overseeing new construction and remodeling projects.

Maintains a variety of records; prepares a variety of reports.

**OTHER JOB FUNCTIONS**

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

**Job Title:** Maintenance Supervisor I

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

Extensive knowledge of the hazards and safety precautions of the work.

Thorough knowledge of the materials, methods, practices and equipment used in building and grounds maintenance and building repair work.

General knowledge of N.C. Building Codes and regulations.

Skill in the use of tools and equipment of the trades exercised.

Ability to read blue prints and building plans and to use discretion and independent judgment to plan, lay out, organize, assign, and supervise labor engaged in building repair/maintenance and grounds maintenance work.

Ability to maintain records and prepare reports.

Ability to establish and maintain an effective working relationship with fellow employees and the general public.

Ability to effectively communicate, orally and in writing.

### **PHYSICAL REQUIREMENTS**

Work in this class includes sitting, standing, walking, bending, stooping, and lifting weights in excess of 150 lbs with assistance. Work will include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle.

### **EXPOSURE CONTROL**

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if emergency arises.

### **MINIMUM EXPERIENCE AND TRAINING**

Associate's Degree from an accredited college or university in Mechanical Technology, HVAC, Electrical/Plumbing, Landscaping, or other relevant area and two years of experience in building and grounds maintenance, preferably with supervisory experience; or equivalent combination of education and experience; a valid driver's license is required.

**This job description does not create an employment contract,  
implied or otherwise.**