



LARAMIE COUNTY

JOB DESCRIPTION

TITLE:	Sheriff Fleet & Building Maintenance Supervisor	FLSA:	Non-Exempt
DEPARTMENT:	Sheriff	REVISED:	

Summary: Under general supervision, leads staff in the maintenance of Sheriff's Department vehicle fleet and facilities, and performs building maintenance tasks.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Supervises, coordinates and evaluates assigned staff to assure that all work activities on vehicle fleet and facilities maintenance projects are properly completed.
- Inspects, maintains, and repairs heating, ventilation and air conditioning (HVAC) systems for Sheriff's facilities; monitors HVAC to ensure systems and controls are operating properly.
- Performs routine building maintenance tasks involving carpentry, painting, plumbing, electrical and mechanical work; operates hand and power tools.
- Performs preventive maintenance and component replacement on mechanical, electrical and plumbing systems and equipment.
- Prioritizes and organizes maintenance projects; estimates project requirements and assigns to staff or coordinates services from outside contractors.
- Utilizes proper safety precautions in all work performed; reports problems and emergency situations.
- Cleans up spills and unsanitary conditions when they occur.
- Identifies equipment needs for each assigned project; orders supplies as needed.
- Performs other duties as assigned or required.

Knowledge and Skills:

- Knowledge of County policies and procedures.
- Knowledge of methods, techniques and tools used in the building trades.
- Knowledge of HVAC maintenance practices including control systems.
- Knowledge of safe work practices, principles and techniques.

- Skill in performing building maintenance and repair work.
- Skill in operating and maintaining tools and equipment in a safe and effective manner.
- Skill in reading and interpreting basic diagrams, blueprints and schematics.
- Skill in supervising staff, and assigning tasks and projects.
- Skill in effectively communicating verbally and in writing.

Minimum Qualifications:

High school diploma or equivalent; AND four (4) year's experience performing building maintenance, carpentry, electrical and plumbing duties; must have a valid driver's license.