



BUILDING AND MAINTENANCE/WATER SUPERVISOR I/II

DEFINITION: Plan, coordinates and supervises the maintenance, construction, and repair of buildings, County water systems, and equipment; and to perform related duties as assigned.

ESSENTIAL JOB DUTIES: Under the direction of the Deputy Public Works Director, assigns daily work assignments to Water Systems, Building and Grounds Maintenance Workers, Custodial, and Building and Maintenance I/II Workers, participates in the on call rotation for Building and Maintenance, gives general instructions; provides technical assistance, leads and inspects the work of others, alters, repairs, or constructs structures such as cabinets, partitions, counters, doors, window frames, forms, and fences; repairs office furniture, equipment, and fixtures; maintains and repair of buildings; builds cases and shelving; fits doors, windows, screens, roofing, exterior surfaces, sidings, and concrete; installs cabinet tops and hardware; performs glazing work, cuts and installs window glass; repairs existing plumbing systems; installs water piping, sewer mains, sewage pumps, and laterals; replaces or repairs pipes, valves, fittings; replaces water closets, flush valves, ball cocks; cleans out waste piping; cleans, sands, seals, and otherwise prepares and paints using roller, brush, or spray as required; inspects, disassembles, ventilating, and refrigeration units and systems; tests for defective parts and determines cause of malfunction; inspects wiring, visible relay contacts, capacitors, and motors and belts; replaces damaged or malfunctioning parts; changes filters, oils, and cleans equipment; adjusts and installs switches, gauges, and other control systems; installs and replaces tubing and pipe as necessary; inspects, repairs, replaces, and installs lighting devices, motors, clocks, bells, wiring, conduit, switches, plugs, magnetic contacts, circuit breakers, vacuum tubes, relays and resistors; works from wiring, schematic diagrams, blueprints and sketches; orders materials and maintains a list of materials on hand; response and support to County Water Systems failures, leaks and public hazards, coordination with Road and other departments for road closures for maintenance or repair, maintains tools and equipment, performs inspections, technical support, and acts as a liaison between contractors and Engineer staff on all County Deferred Maintenance and Capital Improvement projects.

EMPLOYMENT STANDARDS

Experience:

Building and Maintenance/Water Supervisor I; High school graduate or equivalent with five years of full-time, journey level experience in at least two trades in building construction and maintenance work. Must possess or obtain a valid level **one (1)** water distribution certificate (D1) from, or recognized by, The State Water Resources Control Board within six months of hire date to successfully complete probation; must have minimum of three years of supervisory experience or equivalent, to Inyo County Building and Maintenance Worker II.

Building and Maintenance/Water Supervisor II: High school graduate or equivalent with five years of full-time, journey level experience in at least two trades in building construction and maintenance work with a minimum of three years of supervisory experience or equivalent to Inyo County to Inyo County Building and Maintenance Worker II; **and** must have a valid **level two (2)** water distribution certificate (D2) from, or recognized by, The State Water Resources Control Board.

Knowledge of: Materials, methods, tools, and safety practices of carpentry and plumbing, as well as one of the following trades: painting, electrical, roofing, or HVAC; hazardous materials, and safe work practices.

Ability to: Plan, organize, schedule, train, and supervise the work of Building and Maintenance staff; perform journey level work in plumbing, electrical, mechanical, painting, or carpentry; estimate materials and time required for jobs; read blueprints and work from plans, drawings, sketches, and specifications; work cooperatively with coworkers and others contacted in the course of work.

Physical ability to: Meet and maintain standards of physical endurance and agility; perform heavy manual labor; lift in excess of ninety pounds; use a pick and shovel; move tools and equipment by pushing and pulling; stand and walk on uneven surfaces; work in confined spaces; work in adverse weather conditions; must have the physical stamina to withstand repetitive bending, twisting, squatting, and reaching overhead.

Special requirements: You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency. Must be willing and able to work on-call and/or overtime.