POSITION DESCRIPTION



General Services Supervisor

COUNTY OF WASHINGTON, VIRGINIA

The following is excerpted from Section 02-03 the Washington County Board of Supervisors *Personnel Policies and Procedures Manual for Administrative Division Employees*:

02-03 POSITION DESCRIPTIONS

A written Position Description shall be established by the County Administrator and approved by the Board of Supervisors for all permanent/full-time and permanent/part-time Administrative Division positions. Generally, Position Descriptions shall contain a statement as to the *General Description of Responsibilities, Examples of Work*, and *Qualifications* for the position.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position, nor shall the *Qualifications* set forth for a position be considered absolutely essential or required in all instances with respect to filling vacancies in a position. The Board of Supervisors and the County Administrator reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, all factors being considered, regardless of whether that person meets all stated *Qualifications* within a Position Description.

GENERAL SERVICES SUPERVISOR

General Description of Responsibilities:

Under the direction of the General Services Manager, supervise the daily schedules, procedures and routine of County Department of General Services personnel to ensure that County offices, buildings, facilities, and grounds are maintained in a clean and safe condition. Supervises the work of department custodial and maintenance personnel and performs minor repairs, renovations and modifications to County physical plant, property assets and related fixtures and infrastructures. Position is responsible for first response to emergencies involving County facilities and grounds after hours. Problems encountered are routine to moderately complex in nature. Work is performed with moderate latitude for the exercise of independent judgment and action in a supervisory capacity. Work performed may involve moderate physical effort.

Examples of Work:

- 1. Under the direction of the departmental manager, supervise the daily schedules and routine of County Department of General Services personnel. Assign, coordinate, direct, and evaluate departmental personnel in the performance of all custodial and maintenance work in County offices, buildings, facilities and equipment.
- 2. Supervise and assist if needed in the cleaning of County offices, buildings, facilities, and grounds. Clean County facilities by sweeping, vacuuming, mopping, cleaning, buffing, and waxing floors and carpets, emptying trash, mowing, and removing leaves, snow, and debris.
- 3. Perform routine maintenance, repairs, renovations and modifications involving carpentry, electrical, mechanical and plumbing trades, on County offices, buildings, facilities, equipment, and grounds. Supervise various small construction projects. Assist departmental manager in oversight and coordination of large construction or renovation projects.
- 4. Respond to emergency calls after hours. Contact and coordinate departmental personnel and materials needed to meet the immediate situation and report major problems to departmental manager.
- 5. Supervise cleaning and routine maintenance on County vehicles and motorized equipment; assist if needed.
- 6. Order cleaning supplies and other materials for department in coordination with departmental manager.
- 7. Assist department manager in the preparation of the department's annual operating

budget.

- 8. Ensure the safe, courteous, efficient and effective work practices are followed by department personnel, and report unsafe or unusual workplace conditions to departmental manager.
- 9. Perform other duties as required.

Employees Directly Supervised:

General Services Maintenance Technician General Services Custodial Technician

Qualifications:

Education and Experience:

Education equivalent to completion of high school and at least three (3) years of training and/or experience in commercial, industrial, or institutional custodial services preferred. Four (4) years of responsible experience in general contracting and construction, plumbing, electrical or mechanical repairs and carpentry. A combination of training and/or certification(s) may be substituted for a portion of the experience requirement. Must possess a valid driver's license.

Knowledge, Skills, and Abilities:

Must be able to perform work requiring moderate physical effort. Ability to follow oral and written instructions. Ability to supervise custodial and maintenance personnel on a day-to-day basis. Ability to perform minor plumbing, electrical, mechanical and carpentry repairs on a wide variety of plant and property. Ability to deal courteously with the general public and County employees.

Position Description First Approved and Adopted: 1996

Latest Revision:

Position Class: Supervisor/Specialist Status: Permanent/full-time

FSLA Status Non-exempt Initial Starting Salary Range:

\$20,000 - \$23,500