

**EXHIBIT "A"**  
**CHEBOYGAN COUNTY**  
**JOB DESCRIPTION**

**MAINTENANCE SUPERINTENDENT**  
**(FLSA SALARY EXEMPT POSITION)**

**GENERAL SUMMARY:**

Under the general direction of the County Administrator, performs field, administrative and supervisory work directing the operation and maintenance of County buildings and facilities. Employee is responsible for planning, scheduling, supervising, participating in, and inspecting the work of departmental employees engaged in the maintenance of County buildings, facilities and grounds. Work includes determining priorities and assigning personnel to various job sites in an efficient manner, and determining the nature and extent of maintenance work to be performed. Employee must exercise initiative and independent judgment in ensuring that necessary work is performed in a timely manner. Employee must also exercise tact and courtesy in frequent contact with County department heads and personnel.

**ESSENTIAL FUNCTIONS:**

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

1. Supervises all administrative matters in the Buildings and Grounds Department, including budget, capital improvement plans, accounts payable, general ledger monitoring, scheduling, and personnel matters.
2. Schedules and assigns activities of Building and Grounds Department maintenance staff; instructs and briefs crews on work to be performed; inspects work upon completion of assigned tasks; ensures all subordinate staff are properly trained and attend safety meetings.
3. Assists in the procurement of equipment and supplies; maintains records and inventory of all materials and equipment utilized by department personnel; stores materials and equipment in proper locations, at under suitable conditions for maximum shelf-life and utility, maintains records on materials used and number of man hours on each job; oversees storage of used office furniture.
4. Serves as a locksmith for all County departments.
5. Responds to requests for maintenance or custodial work from various County departments or department Director.
6. Prepares maintenance schedules and conducts periodical inspections of County buildings and grounds.

7. Performs routine personnel administration duties for subordinates, including completion of leave requests, personnel reports, accident reports, project reports etc.; prepares employee evaluations.
8. Performs major carpentry and minor masonry work on new and existing construction.
9. Responds to emergency calls after-hours and on weekends.

**CUSTOMER SERVICE:**

This is an Administrative Position striving to provide excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees, employees of other departments in the County, citizens, and customers of the department. Service is provided in person, by phone or computer contact.

**SUPERVISION:**

Direct supervision includes assigning, directing, evaluating, and reviewing work of subordinate employee. Responsibilities include providing on-the-job training; directing staff; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning and scheduling.

**JOB SKILLS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

***Language Skills:***

- Ability to read, analyze, and interpret complex documents.
- Ability to respond effectively to inquiries or complaints.
- Ability to write using original techniques or style.
- Ability to make effective presentations on topics to management and board.

***Mathematical Skills:***

- Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide and utilize decimals.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

***Problem Solving Abilities:***

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, and programs.

**Preferred Employment Qualifications:**

**Education:** Graduation from high school with 5 to 7 years of experience in the maintenance of buildings and grounds with some supervisory experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must possess proficient computer skills.

**Other:**

Valid Michigan Driver's License.

The qualifications listed above are intended to represent the preferred skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

**PHYSICAL ABILITIES:** (This position requires but is not limited to the ability to perform the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

- Walking over uneven terrain
- Climbing of stairs
- Bending, stooping and kneeling
- Ability to enter and access information from computers and electronic equipment
- Ability to operate a motor vehicle
- Ability to lift and carry items up to 30 lbs.
- Ability to file and retrieve documents and equipment

**Working Conditions:** Works in building and grounds setting.