

JOB DESCRIPTION

Job Title: Building Maintenance
Superintendent

Location: Courthouse

Job Status: Vacancy

Dept.: Commissioners' Office

Pay Range: \$3,000-\$3,405 Per Month +
\$100.00 Per Month Auto Allowance

Updated: 10/31/18

Written By: County Judge

Approval(s):

Job Analyst

Job Summary: The Building Maintenance Superintendent (hereinafter referred to as "BMS") is a Department Head who works directly with and under the Commissioner designated to the Panola County Courthouse and Panola County Detention Center. The BMS is responsible for the upkeep of all furniture, mechanical, electrical, plumbing, heating, cooling, and telephone equipment; general maintenance and cleanliness of the Panola County Courthouse, Panola County Detention Center, Panola County Annex, Sammy Brown Library, Probation Department and Road & Bridge Bathrooms.

Essential Functions: To provide custodial and maintenance services to the Panola County Courthouse, Panola County Detention Center, Panola County Annex, Sammy Brown Library, Probation Department and Road & Bridge Bathrooms, which includes keeping the buildings cool in the summer, warm in the winter, and in generally good condition year-round. The BMS is responsible for the installation, repair, and maintenance of the plumbing, heating, electrical, and air-conditioning systems in the Panola County Courthouse, Panola County Detention Center, Panola County Annex, Sammy Brown Library, and Probation Department. The BMS shall also perform preventive maintenance - inspecting, cleaning, and testing all equipment, systems, etc. to make sure they stay in top condition.

Other Responsibilities: The BMS is responsible for unlocking and locking the Panola County Courthouse Monday through Friday. The BMS is subject to call out 24 hours a day. The BMS supervises all housekeeping employees, who are responsible for the cleanliness of the Panola County Courthouse and the Panola County Detention Center (offices and Lobby only). The BMS is responsible for and orders any and all supplies, parts, tools,

etc. needed in the scope of his duties. The BMS is responsible for a department budget and seeing that all incoming invoices are processed according to County policy. The BMS is responsible for the maintenance and upkeep of the Courthouse lawn and Anderson Park lawn. The BMS is responsible for general mechanical and electrical maintenance at the Panola County Road and Bridge Department Warehouse and the Panola County Exposition Center.

Accountabilities: Commissioner designated to Courthouse.

Supervision: Moderate.

Job Specifications:

Education: High School graduate. Prefer an Associate's Degree or Technical College Degree.

Experience: A minimum of two (2) years experience working with mechanical, electrical, plumbing, lighting, telephone, heating, cooling, custodial and general maintenance.

Skills: The BMS must understand how various heating and cooling components work. The BMS must also be able to evaluate the cooling and heating requirements of each building to determine what kind of equipment, repairs, service, etc. is needed, i.e. mechanical, electrical, plumbing, lighting, telephone, heating, cooling, custodial or general maintenance. The BMS should have basic custodial skills. The BMS should also have excellent supervisory skills.

Initiative: The BMS should have great initiative and take pride in the upkeep and cleanliness of the equipment and buildings for the employees as well as the general public.

Responsibility: Responsible for general maintenance and cleanliness of the Panola County Courthouse, Panola County Detention Center, Panola County Annex, Sammy Brown Library, Probation Department, and Road & Bridge Bathrooms.

Contacts: All County elected officials and employees as well as the general public.

Physical Requirements: Must be able to pass a physical exam. Must pass a drug test. Must demonstrate ability to lift minimum of 40 pounds.

Mental Requirements: Must be able to read and write. Must show ability to

understand and carry out directions with minimum supervision.
Must be able to keep confidential information.

Supervision: Moderate.

Working Conditions: Assignments will be at the Panola County Courthouse, Panola County Detention Center, Panola County Annex, Sammy Brown Library, Probation Department, and Road & Bridge Department.

Equipment Used: Miscellaneous maintenance and housekeeping equipment.