

Maintenance Supervisor

Applications are now being accepted for a Maintenance Supervisor with Randall County Juvenile Probation/Youth Center of the High Plains. This position may require some nights, weekends and holidays. Submission to a drug test, physical, and background check is required. Randall County is an E.O.E.

DEFINITION

The building supervisor is required to be on call and available after hours (including weekends). It is the responsibility of the supervisor to ensure the cleanliness, care, and preventive maintenance of all buildings and grounds of the Randall County Juvenile Probation department's campus under the jurisdiction of Chief Juvenile Probation Officer.

Education:

- Graduation from high school or a general equivalency diploma (GED)
- At least 21 years of age

Experience:

- Two year's supervisory experience; five years experience in maintenance field preferred

Licenses or Certificates:

Pre-Hire:

- Current Texas driver's license (and insurable)

After Hire:

- Non-commercial pesticide applicator license or ability to obtain
- Maintain licensures as required

Essential duties and responsibilities:

- Maintains the interior and exterior appearance of all buildings with the Randall County Juvenile Probation department's campus.
- Inspects buildings and grounds to insure they are maintained in a state suitable for constant occupancy and which meets applicable safety, fire and building codes.
- Supervise maintenance and janitorial staff and contractual services.
- Provide input for the yearly budget for the ongoing expenses of the building operations and grounds maintenance. Report to department heads periodically on expenditures and budget status.
- Oversees and approves all maintenance tasks and procedures.
- Maintain a Preventive Maintenance Program plan
- Maintain adequate inventory of offender and facility supplies
- Responsible for repair and inspection of electrical, mechanical and structural systems, and for furniture and equipment repair
- Responsible for oversees that fleet cars are maintained properly
- Complete performance evaluations on employees as required

Knowledge of:

- Commercial construction, mechanical, electrical, plumbing, HVAC, and carpentry equipment and tools, and grounds maintenance practices
- Local, state and national fire, safety and building codes

Salary: Minimal salary starting at \$58,359.67 depending upon qualifications and experience, plus full county benefits which include health plan, dental plan, vision plan, holiday, vacation and sick leave, etc.

Applications may be picked up at the Randall Co. Human Resources Office, 501 16th St, Ste. 302, in Canyon or the Youth Center of the High Plains (YCHP), 9300 S. Georgia St., in Amarillo. Or simply go to www.randallcounty.org, click departments, click on Human Resources and click on job opportunities to download application. Complete and return with a letter of interest and updated resume as an email attachment to heathergrant@rcjj.org.

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