

Atascosa County is hiring a Maintenance Supervisor

Applicant must have 5 years of supervisory or management experience in facilities and / or maintenance. Must have good communication skills, interpersonal skills and work record. References required.

Qualified individuals are encouraged to apply. For full description visit our website at <https://www.atascosacounty.texas.gov/page/atascosa.Jobs.Openings>

Please send resume to:

Email: auditor@co.atascosa.tx.us

Drop-off or mail: 1 Courthouse Circle Drive – Ste #105, Jourdanton, TX 78026

Atascosa County

Maintenance Supervisor

Qualifications

- Minimum of 5 years supervisory / management experience in maintenance and facilities
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong communication and interpersonal skills with the ability to build relationships with staff, vendors, and upper management
- Highly resourceful team-player, with the ability to be extremely effective independently with the capability of managing numerous simultaneous projects
- Forward thinker, who actively seeks opportunities, and proposes solutions
- Strong analytical, presentation, verbal and written communication, problem solving and decision-making skills
- Ability to generate, analyze, evaluate, and summarize reports
- Proficiency in MS Office software applications with skills using Microsoft Outlook, Word, PowerPoint and Excel, and Adobe Acrobat
- Must have dependable transportation daily, valid driver's license, a clean driving record (subject to annual MVR check), current auto liability insurance and be bondable
- Regularly required to sit, stand, work indoors and outdoors, lift heavy items, operate small machinery
- Trade experience in facilities plumbing, carpentry, HVAC or electrical preferred, but not required

Atascosa County

Maintenance Supervisor

Responsibilities

- This position is responsible for managing the maintenance, repair, safety, and security of agency facilities, materials, equipment, and vehicles
- Directly supervises Facility Maintenance staff, to include interviewing and recommending new hires, on-boarding, monitor's staff performance and dispenses disciplinary action in keeping with Employee Handbook
- Coordinates and schedules training opportunities for staff on topics related to best practices, safe working practices, maintaining a safe environment, vehicle maintenance and maintaining or improving employee job performance and skills
- Conducts maintenance and repair of physical structures and maintenance of grounds, which includes but is not limited to painting, structural masonry, woodwork, furnishings, general building maintenance, and general repairs
- Purchases maintenance supplies and solicits bids for minor purchases and repairs
- Determines and schedules maintenance staff assignments to meet Atascosa County maintenance and service demands
- Oversees the maintenance and repair of vehicles, facilities and grounds, solicits bids from vendors and contractors and issues purchase orders to outsource maintenance or repairs, as needed
- Responsible for maintaining and managing all company purchased tools and equipment that are assigned to facilities maintenance staff
- Ensures staff follow safety rules and regulations according to Atascosa County policies and procedures
- Ensures Facilities Maintenance staff are accountable with keeping vehicles fueled, vehicle maintenance records updated, mileage logs current and process fuel and supply credit card purchases accurately and timely
- Assists with maintaining department's physical inventory
- Performs other duties as assigned