



FRANKLIN COUNTY GOVERNMENT CAREER OPPORTUNITY

Applications / Resumes must be received no later than September 20, 2024

Job Title: Maintenance Supervisor
FLSA Status: Hourly
Location: Franklin County

Position Overview

- Full time position
- Benefit Package including TCRS – Retirement

Qualifications

- Applicant must be at least eighteen years old, be a citizen of the United States, be a high school graduate or possess its equivalency, which shall include a general educational development (GED)
- At least five years of maintenance experience required
- Must have a valid State of Tennessee Driver's License

Duties/Responsibilities

- Oversee the day to day Operation of the Maintenance Department
- Train and supervise maintenance department staff
- Supervise Inmates
- Perform whatever task are necessary to correct any maintenance issues.
- Evaluates systems of facilities to determine maintenance or repairs that need to be performed
- Ensures Maintenance and repair work is completed correctly and in a timely manner
- Assists with departmental budget estimates and cost of specific repair projects
- Complete Purchase requisitions in detail and follow purchase guidelines
- Turn in Receipts and invoices in a timely manner
- Prepare incidents reports for Employees
- Make Risk Management aware of damage to property in a timely manner

Required Skills/Abilities

- Extensive knowledge of the building systems such as plumbing, electrical and HVAC
- Excellent Analytical and Problem-solving skills
- Ability to identify issues and determine repairs that are needed
- Ability to plan maintenance schedules for buildings
- Proficient with Micro Office.

PHYSICAL REQUIREMENTS:

- Must be able to travers property and facility to diagnose building issues and plan repairs or maintenance
- Must be physically able to perform repairs when needed
- Must be able to lift 25 pounds at a time

How to Apply

Please send resumes and cover letters to:
HeatherMorgan@franklincountyfinance.com

Franklin County Government provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.