



**Employment Opportunity**

**Facilities Supervisor – Bureau of Facilities**

\$25.74 hourly salary (Grade C13)

40 hour position with full benefit package

***Apply By: Thursday, October 25, 2018***

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**GENERAL RESPONSIBILITIES** Provides supervisory building trades maintenance which includes planning, scheduling and directing improvements, repairs, and construction of County owned facilities and personnel.

**ESSENTIAL TASKS** include the following; other duties may be assigned.

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies, and applicable laws
2. Plan and direct repairs, projects and preventative maintenance of County owned facilities
3. Assist in planning and accessing future construction, renovation and maintenance projects
4. Maintain daily work schedule records, material, lists and inventories
5. Address errors and complaints
6. Ensure safe use of equipment, as well as safe condition of County work areas
7. Perform related duties as to specific assignments
8. Any employee may be identified as Essential Personnel during emergency situations
9. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
10. Communicate with managers, supervisors, co-workers, and others, maintains confidentiality; and represents the County

**EDUCATION AND EXPERIENCE**

1. High school diploma or general education diploma (GED)
2. Five years related work experience, including two years at a supervisory level\*

\* A comparable amount of training and experience may be substituted for the minimum qualifications

**CERTIFICATES, LICENSES REGISTRATIONS**

1. Valid driver's license required
2. Requires a criminal background check as condition of employment

A Carroll County Government job application is required for this position

**Apply on-line: [cggovernment.carr.org](http://cggovernment.carr.org)**

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**Posted: 10/11/18  
(19-32)**

**Carroll County is an equal opportunity employer**