

Franklin County Position Description

Position Title: Facilities Supervisor

Department: Facilities

FLSA Status: Nonexempt

Reports to: County Administrator

Effective Date:

6/11/2026/16/2026/16/2026

Job Summary:

The Facilities Supervisor both supervises and performs maintenance and cleaning tasks and is responsible for the general operations of all County Buildings including the Courthouse, Emergency Operations Center, and Communications Center. This position ensures that the Custodian(s) complete their cleaning and other duties in a thorough and timely manner.

Essential Job Functions:

- Ensures minor maintenance tasks such as painting, light carpentry, plumbing and electrical repairs are completed in a safe and timely manner.
- Inspects facilities and organizes required maintenance work; keeps County Administrator informed of problems and work needing to be done.
- Checks system conditions such as fuel quantity, elevator operation, HVAC controls, lighting equipment, and generator log(s). These must be physically checked for operational problems each week.
- Is responsible for building system maintenance and procedures including controls, fire alarms, door operations, heat sensors, sprinklers, and fire extinguisher maintenance.
- Establishes and monitors operations and maintenance procedures and scheduling.
- Is responsible for key distribution and inventory for all authorized Court personnel as well as staff and elected officials in County buildings.
- Is responsible for building structure and repair issues and building finishes, care and maintenance, including keeping records of products, colors and methods.
- Maintains an up-to-date vendor list and ensures that we have emergency contacts when needed for emergency equipment issues.
- Performs Custodian tasks alongside and in the absence of the Facilities staff.
- Maintains inventory of all cleaning materials for all buildings by researching supply quantities, designing and maintaining inventory systems, determining inventory levels, anticipating and ordering needed supplies and maintaining required Safety Data Sheets (SDS) at each building location with the exception of Corrections.
- Ensures that seasonal tasks such as lawn, grounds and parking lot maintenance work,

including mowing and raking, exterior building upkeep such as washing, are performed in a timely manner.

- Determines vendor service needs such as equipment, and personnel service requirements by conducting periodic physical inspections of workplace(s).
- Works closely with the Commissioner's Office in monitoring of the annual Department Budget, approve invoices for payment processing and, when required, the preparation and issuance of various bid specifications.
- Ensures that staff in the Department can perform necessary tasks in their absence. This includes ensuring staff is familiar with emergency shutoffs for the boiler, elevator, air heating/cooling units and the location of all fuse boxes.
- Communicate with the District Court to gain information about the court schedule and needs of the courtroom space.

Provide status updates on ongoing large-scale maintenance projects to the County Administrator.

Other Duties and Responsibilities:

- Promotes and maintains responsive community relations.
- Performs other duties as required.
- *On Call duties from November 15th to April 15th of each year*

Required Knowledge/Skills/Abilities:

- *Must have a valid driver's license.*
- *Must be able to complete CEGIS training on confidential matters upon hire.*
- *Proficient in the use of Microsoft Office to include Outlook, Word, and Excel.*
- *Knowledge and experience working with budgets and project planning preferred*
- *Must have conflict resolution skills and have the ability to have difficult conversations.*

Education and Experience:

- *High school diploma required.*
- *Preference will be given to individuals with prior supervisor experience*
- *3-5 years' experience in custodial and maintenance related work.*

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24	25-49	50-74	75-100
<i>Seeing: Must be able to read computer screens and reports.</i>		x		
<i>Hearing: Must be able to hear well enough to receive calls and phone communication.</i>			x	
<i>Standing/Walking: Must be able to move about the department.</i>				x
<i>Fingering/Grasping/Feeling: Must be able to type and use technical sources.</i>				x
<i>Lifting/Pulling/Pushing: Must be able to lift up to 25 pounds.</i>				x
<i>Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up paper products or directories.</i>			x	
<p><i>Working Conditions: Normal working conditions absent extreme factors.</i></p> <p><i>Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.</i></p>				

Employee Signature

Date

Supervisor Signature

Date

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Approval Signatures:

Commissioner Fowler

Commissioner Skolfield

Commissioner Carlton

Commissioner Saviello

Commissioner Gilbert