MONROE COUNTY

JOB DESCRIPTION

Position Title: ADMINISTRATOR, BUILDING & PARKS & BEACHES MAINTENANCE		**Date**: 08/17/06
Position Level: 10	**FLSA Status**: Exempt	**Class Code**: 10-10

GENERAL DESCRIPTION

Administrative work in planning, directing and supervising the maintenance and repair of buildings and facilities.

KEY RESPONSIBILITIES

1. *Supervises work being performed to assure performance in accordance with standard trade practices.
2. Order material and equipment.
3. *Plans, schedules and administers work orders including scheduling and staff assignments.
4. *Janitorial coordinator for all contractual services.
5. Coordinate work with sub-contractors and ensure their conformance with building codes.
6. *Maintain records and complete reports.
7. *Maintain inventory control.
8. *Coordinates special maintenance projects.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: ADMINISTRATOR, BUIILDING & PARKS & BEACHES MAINTENANCE	**Class Code** 10-10	**Position Level**: 10

KEY JOB REQUIREMENTS	
Education:	Bachelor's Degree required.
Experience:	5 to 7 years.
Impact of Actions:	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
Complexity:	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
Decision Making:	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
Communication with Others:	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
Managerial Skills:	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit.
Working Conditions/ Physical Effort:	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
On Call Requirements:	On call 24 hrs pending emergencies and disasters.
Other:	Valid Fla. Dr. License.

APPROVALS

Department Head:

Name: JOE MEDALLION Signature: Joseph Medallion Date: 8/24/06

Division Director:

Name: Dent Pierce Signature: [signature] Date: 8/25/06

Deputy *County Administrator*:

Name: Deborah Frederick Signature: D. Frederick Date: 8/28/06

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____