



Building Maintenance Supervisor

While other Employers might offer competitive pay, Washington County Government offers a full, comprehensive compensation package worthy of your time and talents. Please take a look at what you can expect to earn as a **Building Maintenance Supervisor** during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
 - **Vested in just five (5) years.**
 - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An Annual Salary of \$61,152 starting..**

If our **Building Maintenance Supervisor**, comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



JOB TITLE:	Building Maintenance Supervisor	GRADE	12
DEPARTMENT:	Buildings, Grounds, & Facilities	FLSA STATUS:	Non-Exempt
REPORTS TO:	Deputy Director		

GENERAL DEFINITION OF WORK:

The Building Maintenance Supervisor is responsible for overseeing the maintenance, repair, and upkeep of facilities, ensuring they are safe, functional, and compliant with applicable codes and standards. This position plans, directs, and participates in a variety of skilled and semi-skilled tasks, supervises staff and contractors, and manages building systems, equipment, and maintenance schedules. The role reports to the Deputy Director of Buildings, Grounds, and Facilities and exercises direct supervision over maintenance crews.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Plans, schedules, and supervise maintenance activities, including plumbing, carpentry, HVAC, electrical, painting, and custodial services.
2. Oversee the work of contractors and internal staff to ensure quality, safety, and compliance with building codes, OSHA regulations, and organizational standards.
3. Conducts regular facility inspections to identify maintenance needs, safety hazards, and opportunities for improvement; initiates corrective action.
4. Develops and manages preventative maintenance programs for building systems and equipment to reduce downtime and extend service life.
5. Maintains accurate work orders, maintenance logs, inspection reports, and inventory records using maintenance management software or related tools.
6. Manages procurement of tools, equipment, materials, and supplies; ensures proper inventory control and cost management.
7. Performs hands-on repairs and improvements, including structural, mechanical, and general facility upkeep.
8. Establish and enforce workplace safety policies and procedures; ensure staff are trained and equipped with appropriate PPE.
9. Administer service and maintenance contracts, reviews contractor performance.
10. Assists in snow and ice removal during inclement weather.
11. Serves as the primary contact for after-hours building emergencies, alarms, or urgent maintenance issues.
12. Collaborate with other departments to support special projects, events, and renovations.

KNOWLEDGE, SKILLS AND ABILITIES:

- In-depth knowledge of building maintenance methods, materials, tools, and equipment.
- Working knowledge of plumbing, electrical, HVAC, carpentry, and custodial operations.
- Familiarity with building codes, OSHA safety standards, and preventative maintenance best practices.
- Ability to read and interpret blueprints, schematics, and technical manuals.
- Proficiency in using hand and power tools, diagnostic equipment, and computerized maintenance management systems (CMMS).
- Strong organizational and time-management skills, with the ability to manage multiple priorities.
- Effective leadership, communication, and interpersonal skills.
- Ability to train, mentor, and evaluate staff performance.
- Skilled in problem-solving and making cost-effective maintenance decisions.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required; vocational or technical training in HVAC, electrical, or other skilled trades preferred.
- Five (5) years of progressively responsible experience in building maintenance or facilities management, including at least two (2) years in a supervisory role.

- Equivalent combinations of education and experience will be considered.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms' length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

- Valid driver's license with a clean driving record.
- Availability for after-hours, weekend, and emergency callouts.
- Ability to pass background and drug screenings as required.
- Work hours for this position are 6:00 am to 2:30 pm.

Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential tasks.

Revised:3/15, 1/19, 8/25

Easy Ways to Apply:

1. **Visit our website at** <https://www.washco-md.net/jobs/>
Or
2. **Complete and email an Application to** HR@washco-md.net
Or
3. **Complete and mail Application to:**
Washington County Human Resources
Department, 100 W. Washington Street, Room
2300,
Hagerstown, Maryland 21740

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:
Friday, September 5, 2025 @ 4:00pm