**JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**

**JOB TITLE:** Maintenance Supervisor

**EXEMPTION STATUS:** Exempt

**JOB CATEGORY:** Professionals

**BARGAINING UNIT:** Supervisor

**GENERAL SUMMARY:**

Under supervision and administrative direction from the Facilities Manager, this skilled supervisory position is responsible for planning, coordination, performance and management of maintenance staff and outside contractors. Ensures the overall physical integrity of all Las Vegas-Clark County Library District (Library District) facilities. Performs a variety of technical tasks related to assigned areas of responsibility including: HVAC installations and repairs; facilities maintenance; renovations; life safety systems; energy management and materials management. Exercises general supervision over assigned staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides administrative supervision to assigned staff, including but not limited to:
    a. Performance Coaching & Management;
    b. Career Counseling & Development;
    c. Conflict Resolution.
2. Manages, schedules, prioritizes, installs, tests, troubleshoots, maintains, inspects, modifies, repairs, and performs routine and preventative maintenance and skilled repairs on HVAC equipment such as: chillers, cooling towers, high/low pressure boilers, fan coil systems, variable air volume systems, air handler systems, evaporative coolers, and package-type unitary systems such as water and air source heat pumps and rooftop units.
3. Conducts routine inspections of Library District facilities to determine overall condition and needed repairs. Generates, reviews, and approves work orders, documents, and maintains accurate records on findings. Inspects maintenance, repair, and installation work to ensure conformance to established specifications; ensures satisfactory completion.
4. Maintains proficiency in, and trains staff on, the use of computer-operated central building control systems and coordinates the work of outside controls vendors.
5. Oversees the Facilities Department warehouse and materials management functions. Assists with the disposal of unused furniture, equipment, and records.

6. Assists with the oversight and contract compliance for janitorial and landscape maintenance services. Responds to complaints received from District-wide staff and management regarding janitorial and landscape services deficiencies.
7. Coordinates and oversees the on-site work of outside vendors and contractors.
8. Refers major repairs to the Facilities Manager or General Services Director; identifies resource needs and reviews with Facilities Manager or General Services Director.
9. Performs work order scheduling, assignment, cost tracking, and related functions using a computerized maintenance management system (CMMS).
10. Assists in the management of maintenance and repairs of District vehicles.
11. Performs building maintenance, grounds maintenance, janitorial, and warehouse duties as assigned.
12. Performs other duties as assigned.

**CORE COMPETENCIES:**

- Materials Management
- Facilities and Grounds Management and Maintenance
- HVAC Installation, Repair, and Maintenance
- Warehouse management

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- **EDUCATION:**

  **Required:** High school diploma, GED, or equivalent.

  **Preferred:** N/A

- **EXPERIENCE:**

  **Required:** Seven (7) years of progressively responsible skilled experience in the HVAC trade and facilities maintenance within a commercial building environment, which must include a minimum of three (3) years supervisory responsibilities. Successful completion of a recognized HVAC mechanic apprenticeship program may substitute for up to four (4) of the required seven (7) years of HVAC trade and facilities maintenance experience. The required three (3) years of supervisory experience cannot be substituted.

  **Preferred:** N/A

- **License or Certification:**

  **Required:** Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

  **Preferred:** N/A

- **PHYSICAL REQUIREMENTS:** Essential and marginal functions may require regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces; bending, reaching, pushing and

stooping; working in confined spaces; climbing ladders; lifting, carrying, or moving moderately heavy items (20 - 50 pounds) and occasionally very heavy items (100 pounds or over); the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, of such devices as offset presses with associated equipment.

**ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of safe work practices, state and local building codes, and industry accepted maintenance and construction procedures.
- Knowledge of proper methods and techniques used to conduct and document facility condition and safety audits.
- Knowledge of operations, services, and activities of a comprehensive HVAC maintenance program.
- Knowledge of vehicle maintenance and repair requirements.
- Knowledge of pertinent general and OSHA required safety requirements, including those related to staff training.
- Skilled in methods, techniques, tools, and materials used in general building and grounds maintenance and repair, including but not limited to: finish carpentry, electrical, plumbing, pipe fitting, brazing, soldering, and welding.
- Skilled in electrical and plumbing principles and practices related to HVAC.
- Ability to read, understand and interpret blueprints, schematics, manuals, building plans and specifications related to building systems, structures, equipment, and furniture.

**DEVELOPED:** May 9, 2016

**UPDATED:** September 11, 2026