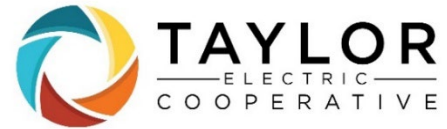


Facilities Supervisor

Posted: September 4, 2024 | **Deadline:** September 18, 2024

Job Type: Full-Time | **FLSA Type:** Exempt/Salary



Position Summary

The Facilities Supervisor is responsible for the maintenance, construction, and custodial services for the general plant facilities and grounds. A successful Facilities Supervisor possesses solid project management and leadership skills. This position oversees two (2) facilities maintenance personnel and must be able to coordinate the work and schedule of others. Multiple projects and properties are the responsibility of this position and require strong organizational skills. The Facilities Supervisor must have a background in general construction, budget oversight, and project management.

Education/Education

- High school diploma or equivalent, such as a general education degree (GED), is required.
- Technical certification in a related vocation, or progress towards such, is preferred.
- Three (3) years of experience in general construction or facilities maintenance is required.
- Previous experience managing people is preferred.

Certification/Requirements

- Must possess a current driver's license and maintain an insurable driving record.
- Must be able to complete and pass CPR and First Aid training.

Please see full job description below for further details.

Cooperative Overview

Taylor Electric is an equal opportunity employer and drug-free workplace that has been in existence since 1939 serving the Big Country area with a strong business acumen, commitment to the community, and, above all, dedication to serving the membership.

How to Apply

Employees may apply for this job by completing and returning an employment application which can be located on our website at www.taylorelectric.com.

For more information contact
Allison Griffin, SHRM-CP, PHR®
Human Resource Manager
325-793-8539 | HR_Personnel@taylorelectric.coop

JOB DESCRIPTION

Taylor Electric Cooperative, Inc.

Job Title: Facilities Supervisor

FLSA Status: Exempt

Job Codes: TECI: 20PP | NRECA: 32-3121

Department: Safety & Facilities

Date Revised: September 2024

1. Objective

- a. Supervises all facilities and grounds maintenance, general plant construction, and custodial services in compliance with best practices, local code, and federal guidelines.
- b. Is the subject matter expert (SME) on general plant repair, maintenance and construction.
- c. Assures TECI's buildings and grounds are kept clean, in good condition, and meet all safety standards as prescribed by law and the Safety Manager.
- d. Provides a safe work environment with opportunities for personnel to develop, improve and prepare themselves to assume greater responsibilities.

2. Essential Job Functions

- a. Performs facilities construction and remodeling projects from planning to completion stages
- b. Coordinates all general plant contracts and contracted personnel
- c. Assists management in development of annual facilities plan; provides regular status reports
- d. Assists in development and management of facilities department annual budget; reviews and approves purchases made by the facilities department
- e. Supervises all aspects of contracted custodial function
- f. Supervises and performs building and general plant equipment repair
- g. Oversees TECI rental property maintenance and property management relationship
- h. Collaborates with Member Solutions department on selected member programs
- i. Ensures office facility heating and cooling systems remain in good working condition
- j. Supervises and performs maintenance of all grounds to include mowing, weed-eating, shredding, watering, gravel lot maintenance, and substation clearing.
- k. Supervises and performs pest control at all facilities
- l. Manages direct reports' performance in accordance with TECI policies and applicable laws; Plans, assigns, and directs workload of direct reports and contract personnel. Rewards and disciplines direct reports.
- m. Utilizes facilities case management system to address complaints, resolve problems and track progress
- n. Assists in activities leading up to and including the Annual Meeting
- o. Keeps CEO informed of progress, plans, programs, and activities
- p. Is prepared to work on short notice on various projects not necessarily within stated responsibility

3. Reports to

- a. Manager of Safety, Compliance & Facilities

4. Supervises

- a. Facilities Maintenance personnel

5. Job Specifications

- a. Mathematical Skills – Must have the ability to work with mathematical concepts such as probability and statistical inference. Must have the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- b. Reasoning Ability – Must have the ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists and prioritize tasks and assignments. Must have the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- c. Language Skills – Must have the ability to read, write and speak the English language.
- d. Communication Skills - Must be able to communicate clearly and accurately. Must be able to convey complex concepts in a simple and concise manner. Must have the ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations. Must have the ability to write reports, business correspondence, and procedure manuals. Must have the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public. Solid presentation skills are a must.
- e. Computer Skills – Must have basic skills in using Microsoft Suite software including Outlook, Excel, PowerPoint and Word. Basic skills in creating, maintaining and analyzing databases in spreadsheets are required.
- f. Other Skills – Must be able to develop high proficiency with the Cooperative’s plant accounting system. General understanding of systems as they apply to accounting and reporting is required.
- g. Personal Characteristics – Work requires independent and original thinking; problems are highly complex and unstructured, and methods can be loosely defined. Personal characteristics include: team player, high integrity, good personal habits, regular work attendance, able to work well with diverse groups of people, and gain and maintain respect of others, both inside and outside the Cooperative.
- h. Physical Characteristics – Must be able to use hands, fingers, arms for grasping, reaching or holding items. Must possess general dexterity to operate a personal computer and office equipment. Will be required to regularly sit and frequently stand and walk. Must be able hear. Will be required to lift up to 50 pounds. Specific vision abilities include close, distance, and peripheral vision. Must have depth perception and ability to adjust focus.
- i. Working Conditions – Work takes place in a variety of settings from a climate-controlled office to outdoors where exposure to extreme elements is a possibility. Position requires travel throughout the Cooperative’s service territory, and to meetings throughout Texas and the nation.
- j. Working Hours – Average work week consists of four (4) ten-hour days. Weekends, evenings and holidays may be required to meet deadlines or to attend meetings or conferences.

6. Education and Experience

- a. High school diploma or equivalent is required.
- b. At least 3 years supervisory experience is required.
- c. Knowledge and experience with general facilities maintenance and contractor management preferred.
- d. Technical certification in a related vocation or working toward it is preferred.

7. Licenses and Certificates

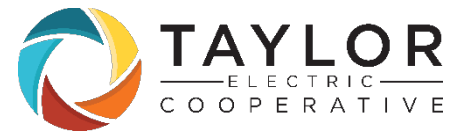
- a. Must possess a current driver’s license and have and maintain an insurable driving record
- b. CPR and First Aid Certification (on-job training provided)

8. Remarks

- a. The foregoing position description is not all-inclusive of the duties to which the employee may be assigned. To ensure maximum flexibility and efficiency and to encourage cross training, employees will be assigned additional duties as are deemed necessary by management.
- b. This position is not eligible for telecommuting.

EMPLOYMENT APPLICATION

Taylor Electric Cooperative, Inc.



APPLICANT INFORMATION									
Last Name		First		M.I.		Date Applied			
Street Address									
City			State			ZIP			
Phone			E-mail Address						
Date Available			Position Applied for*						
Are you authorized to work in the United States?		YES	NO	*You MUST list a specific position, or your application will not be processed.					
Have you ever worked for this company?		YES	NO	If 'yes', when?					
Have you ever been convicted of a felony?		YES	NO	If 'yes', explain					
Do you have a Commercial Driver's License?		YES	NO	If 'yes', what class?			Restrictions?		
EMPLOYMENT & EXPERIENCE									
Company		Phone		Location					
Job Title		Start Date		End Date					
Responsibilities									
Reason for Leaving									
May we contact your previous employer?		YES	NO						
Company		Phone		Location					
Job Title		Start Date		End Date					
Responsibilities									
Reason for Leaving									
May we contact your previous employer?		YES	NO						
Company		Phone		Location					
Job Title		Start Date		End Date					
Responsibilities									
Reason for Leaving									
May we contact your previous employer?		YES	NO						
Company		Phone		Location					
Job Title		Start Date		End Date					
Responsibilities									
Reason for Leaving									
May we contact your previous employer?		YES	NO						

EDUCATION				
High School				Location
Did you graduate?	YES	NO		
College				Location
Did you graduate?	YES	NO	Degree	
Other				Location
Did you graduate?	YES	NO	Degree	
MILITARY SERVICE				
Branch			Rank at Discharge	
Have you been discharged or still active?				
REFERENCES				
<i>Please list three professional references.</i>				
Full Name			Relationship	
Company			Phone	
Address				
Full Name			Relationship	
Company			Phone	
Address				
Full Name			Relationship	
Company			Phone	
Address				
DISCLAIMER AND SIGNATURE				
<p>I acknowledge that all the information I have provided in this application is true and complete to the best of my knowledge. I authorize Taylor Electric Cooperative, Inc. (TECI) to make inquiries to any of the persons, business entities, and schools identified in the application I also understand that if I am hired and any falsification of information in this application is discovered, I may be subject to immediate disciplinary action, up to and including termination. I further understand that if I am employed by TECI I will be required to abide by all of its policies, rules, and regulations.</p> <p>I further acknowledge and agree that, if employed by TECI, my employment will be held in accordance with Texas state employment law thus not guaranteed for any specific period of time and the employment relationship with TECI will be at-will; meaning that the relationship can be terminated by myself or TECI with or without cause and with or without notice. I further understand that the employment relationship between myself and TECI can only be modified by a written agreement signed by both myself and the authorized representatives of TECI.</p> <p>I acknowledge that TECI does not unlawfully discriminate in employment practices and that no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.</p> <p>I understand and agree that any employment offer I may receive from TECI is contingent upon my successful completion of the company's total pre-employment screening process, including satisfactory reference checks, background check, and drug and alcohol screening,</p> <p>I understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form.</p> <p>I also understand that this application remains current for only 30 days. At the conclusion, of that time, if I have not heard from TECI and still wish to be considered for employment, it will be necessary for me to reapply and complete a new application.</p>				
Signature				Date

PLEASE RETURN YOUR COMPLETED APPLICATION TO HR_PERSONNEL@TAYLORELECTRIC.COOP OR DELIVER/MAIL TO EITHER OFFICE