

Lincoln County Job Description

Title: facilities Manager
Supervisor: Chairman of the Board of County Commissioners

Scope of Duties:

Plan, direct and coordinate all procurement and property management, properties include: main courthouse, Jail, and treasurer/court clerk extension building. Duties include reviewing work schedules, conferring with courthouse staff, volunteers and vendors to determine progress of work and completion, compile reports on inventory control, costs, and recommendations. Plan, direct, coordinate and expedite the flow of work within department. Evening and weekend work will be required.

Essential Job Functions:

Facilities Management:

1. Provide direction for all property management functions; areas of emphasis include financial, safety, cleanliness, and compliance (e.g. building code, OSHA, ADA).
2. Will serve as "commissioners Representative" in Chairman's absence as it pertains maintenance and safety to properties.
3. Will serve as staff liaison on construction projects in Chairman's absence.
4. Maintain all files pertaining to properties, such as, appraisals, inspections, etc.
5. Conduct internal inspection of properties recommending repairs, improvements, etc. on a periodic basis to ensure upkeep of all facilities.
6. Participate in development of annual budget.
7. Develop and implement programs and schedules for preventative maintenance, equipment replacement, and energy conservation.
8. Coordinate with safety director to prepare and test safety drills at all facilities.

Other Duties:

1. Supervises all maintenance and housekeeping staff, including volunteers
2. Assures that facilities are well-maintained and meet all health and safety standards
3. Accepts work orders or requests for repairs, prioritizes and schedules such requests and ensures completion in a timely manner.
4. Maintains logs and records of work performed and materials and equipment used.
5. Maintains and repairs a variety of hand and power tools ensuring they are in safe and efficient working order.
6. Perform general janitorial services as needed
7. Perform general Landscaping and lawn care as needed
8. Inventories and assists with purchasing of needed equipment and supplies.
9. Conducts cost analysis on projects, prepares specifications for bid proposals, analyzes bids and makes recommendations
10. May instruct and guide temporary, work alternative and seasonal volunteers in basic work procedures and safe working practices.
11. May contact courthouse personnel to inform them of work to be performed.
12. Determines cost effectiveness of using in-house staff or outsourcing needed repairs.
13. Prepares facilities for annual inspections – fire, health, etc.
14. And any other work deemed necessary by the Chairman of the Board of County Commissioners

Minimum Qualifications:

Possession of a high school diploma or general equivalency diploma (GED) and five-seven years of assignment-related maintenance experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above. In addition, two years of supervisory experience is preferred. Computer skills, including email, scheduling and inventory control. Valid driver's license, personal vehicle. Must pass a criminal background check.

Physical Requirements and Working Conditions:

Must be able to drive a motor vehicle; lift and move materials and equipment weighing + 40 pounds and heavier objects with the use of proper equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and/or radio. Must be available for regular standby assignments and work scheduled off-hours and emergency overtime as required.

Knowledge of:

Basic repair and maintenance techniques and practices;
Safe work practices and policies;
Safe driving rules and practices;

General public works repair and maintenance techniques and practices; Basic electrical knowledge. Operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment; Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals; knowledge of personal protection equipment rules Applicable codes and regulations; Advanced inventory and record keeping practices.

Skills in:

Understanding and following oral and written directions;
Working independently or in a team situation; and
Communication and effective interaction with co-workers, managers, subordinates and the general public sufficient to exchange or convey information and to give and receive work direction. Performing semi-skilled construction, modification, maintenance and repair work;
Maintaining accurate logs and basic written and digital records of work performed;
Inventorying supplies and materials;
Troubleshooting basic maintenance problems and determining solutions;

- Knowledge of working with volunteers, developing and organizing systems and people. Ability to develop positive relationships with individuals in the community.
- Proficiency in basic computer applications.
- Excellent follow-through and proven skills.
- Superior administration and organizational skills and multi-project management skills.
- Should be creative, articulate and diplomatic.
- Ability to work independently as well as part of a team.
- Strong self-starter who feels comfortable taking the initiative in problem solving in order to meet the needs of clients, volunteers and staff.
- Willingness to work flexible and irregular hours during peak periods.