

Facilities Manager Job Description

Name	
Hire Date	
Date In Current Position	
Review Month	
Department	Maintenance
Reports to	Auditor (or Designee)
Position Number	
Warren County Pay Grade	
FLSA Status	Non-Exempt
Supervises Others	Yes
Document Control Responsibility	Human Resources
Approved by	Auditor (or Designee)

Position Summary

Under general direction of the Warren County Auditor, the Facilities Manager recommends, plans, and coordinates activities concerned with the design, construction, modification, and maintenance of County facilities; supervises and assists workers engaged in maintaining physical structures of the buildings and upkeep of grounds.

Essential Functions

- Supervise the maintenance personnel.
- Responsibilities may include, but are not limited to:
 - Interviewing, hiring, and training personnel; planning, assigning, and directing work; overseeing timesheets and time off; completing annual performance reviews, administering discipline; addressing complaints and resolving problems.
 - Develop and maintain work schedules of assigned employees.
- Inspecting facilities and equipment to determine needed installations, repairs, or services.
- Monitor and correct health and safety concerns with facilities.
- Ensure compliance with safety guidelines and procedures.
- Maintain relevant safety and inspections documentation.
- Ensure staff uses the correct personal protective equipment at all times.
- Work with maintenance lead to ensure costs, inventory, and maintenance schedules are maintained in eMaint.
- Oversee reports and administrator tasks in eMaint.

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- Communicate with vendors and employees regarding pending maintenance items.
- Provide periodic updates to Board of Supervisors
- Assist County Auditor in developing and maintaining annual maintenance budget that is accurate and continually monitors revenues and expenses in accordance with the Board of Supervisors goals. Responsible for explaining variances to budget.
- Review and code invoices.
- Write scope of work and acquire bids for annual contracts.
- Establishes and maintains good working relationships and acts as liaison between contractors/vendors and Board of Supervisors to ensure good communication with progress and details of projects.
- Serve as a resource for Auditor, Board of Supervisors, and Maintenance Personnel.
- Ensure inspections are done in a timely manner.
- Act as a Project Manager for Capital Projects regarding facilities.
- Participates in the due diligence process for property acquisitions.
- Perform hands-on repairs as needed / required.
- Other duties as assigned.

Education, Skills and Experience

- Bachelor's Degree (BA) in Construction Management and Trades or related field preferred.
- Considerable (3-5 years) prior work experience including:
 - Working with institutional heating, cooling, plumbing and electrical, detention equipment, surveillance, elevator and fire alarm systems.
 - Budget planning, preparation and monitoring.
 - Leadership/Mentoring/Supervision.
 - Project Management (Reading blueprints, specifications, standards, bidding and inspections).
- Demonstrated job-related experience in a governmental environment is preferred.
- Excellent written and verbal communication skills are required.
- Must be proficient in computer software applications.
- Must maintain a valid Iowa driver's license and be insurable under Warren County guidelines.
- Knowledge of local and national codes on plumbing, electrical, heating, fire and safety.
- Knowledge of commercial HVAC and boiler systems.
- Knowledge of OSHA requirements related to accident reporting, log maintenance, right to know, equipment guides, safeguards, hazards in the workplace, chemical and MSDS requirements.
- Knowledge of electronic circuits controls, generators, communications and security systems.
- Ability to organize and manage multiple priorities and exercise independent judgment.
- Ability to make cost estimates and maintain budget.
- Must be a strong team player and a positive representative of Warren County.
- Remain flexible with hours in order to handle or consult on major maintenance concerns.

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Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands:

- Position requires frequent ability to stand, walk, sit, reach with hands and arms, push and/or pull, climb or balance, and talk or hear.
- Position requires frequent use of hand dexterity and ability to stoop, kneel, crouch, or crawl.
- Work is performed indoors and outdoors at various County facilities, including office and public settings. May be exposed to hot and cold temperatures and various outside weather conditions.
- Position requires the operation of power equipment such as hand tools. Employee may be regularly exposed to work near moving mechanical parts, risk of electrical shock.
- Work performed includes moderate exposure to dirt, dust, fumes, unpleasant odors, and chemicals used for cleaning and sanitizing.
- Occasional lifting equipment and supplies up to 80 pounds.
- The noise level ranges from quiet to moderate.

General sign-off: *The employee is expected to adhere to the values as established by Warren County Board of Supervisors and represent Warren County in a positive, professional manner.*

I have read and understand this job description.

I can perform the duties of this position with or without reasonable accommodations.

(Circle one)

Signature: _____ **Date:** _____