

## **Facilities Manager**

Warren County is seeking a highly motivated, reliable individual to perform the full-time duties of Facilities Manager. Desired qualifications include strong written and verbal communication skills, strong math and reconciliation skills, ability to multi-task, and proficient computer skills (Word, Excel, PowerPoint). Qualified applicants may submit resume to Warren County Human Resources; 301 N. Buxton, Indianola 50125 or to [hr@warrencountyia.org](mailto:hr@warrencountyia.org).

### **Position Summary**

The Facility Manager works with users of Warren County facilities, Maintenance, and the Board of Supervisors to ensure the facilities are safe, clean, and functional. This position will also work with vendors and contractors to upgrade facilities as needed.

### **Position Responsibilities**

- Coordinate building user needs
- Coordinate cleaning schedules and staff
- Process bills and other documentation (inspections, warranties, etc.)
- Provide the Board of Supervisors updates on County building(s)
- Review County leases with County Attorney's Office
- Work with Vendors for products and services (cleaning, landscaping, etc.)
- Act as point of contact for all County facilities
- Maintain budgets for maintenance and cleaning for all County facilities
- Provide recommendations to the Board of Supervisors for capital projects
- Oversee parking
- Maintain a schedule for routine maintenance
- Supervise Maintenance Department
- Work with Maintenance to create schedules for future County facility needs
- All other duties as assigned

### **Education, Skills, and Experience**

- Graduation from high school or GED
- Must be able to effectively communicate in person, on the phone, and in writing
- Must have the ability to maintain confidentiality
- Develop and maintain effective working relationships with the general public, county officials, and co-workers
- Ability to organize and manage multiple priorities and exercise independent judgment
- Must be a positive representative of Warren County
- A strong team player and demonstrate a commitment to the ideas and values of Warren County
- Prior experience preferred

**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:* While performing duties of this job, the employee is required to sit and/or stand for long periods of time. Must have the ability to lift, pull, push, and/or move up to 25 pounds.

*Work environment:* The noise level is minimal