

Jones County, Iowa
Job Description

Position: Facilities Maintenance Director

Department: General Services

FLSA: Exempt

Reports to: Board of Supervisors and Auditor

Effective Date: 02/07/23

Revision Date: January 2023

GENERAL SUMMARY

Under general direction of the Board of Supervisors and Auditor, the Facilities Director recommends, plans, and coordinates activities concerned with the design, construction, modification, and maintenance of County owned facilities including the Courthouse, Broadway Place Annex, JETS, Memorial Hall, Secondary Roads buildings and any future county buildings. Supervises and assists workers engaged in maintaining physical structures of the buildings and upkeep of grounds.

ESSENTIAL JOB DUTIES

- Supervise janitorial and maintenance staff according to Jones County policies and applicable laws and regulations. Responsibilities may include, but not are not limited to:
 - Interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; administers discipline; addressing complaints and resolving problems.
- Plans and directs janitorial and maintenance staff and worksite contractors to ensure appropriate levels of work performance, assigns work orders, tasks and projects, and establishing schedules that reflect labor hour requirements for completion of job.
- Manages maintenance of County-acquired properties by directing and establishing proactive approaches with:
 - Inspecting facilities and equipment to determine needed installations, repairs, or services.
 - Coordinating regulation requirements or new designs.
 - Analyzing and maintaining schedules for equipment and machinery and recommending repairs or replacements when necessary.
- Manages facility and maintenance projects by:
 - Planning, budgeting, and scheduling facility modifications, including contacting vendors for cost estimates for supplies, equipment, and out-sourced services, sending/receiving bid sheets, reviewing layouts and recommending bid approvals and contracts.
 - Manages and inspects work of contractors and agencies for conformance to blueprints, specifications, and standards, ensuring a cost-effective solution to Jones County facility needs.
- Keeps accurate records and reports of maintenance and work done on mechanical equipment.
- Coordinates the repair of heating, cooling, plumbing and electrical systems, fire alarm systems, and ground maintenance such as lawn mowing, trimming hedges, and removing snow.
- Coordinates the housekeeping and cleaning functions of County-occupied buildings.
- Ensures policies and procedures follow Federal and state law, local ordinances, and safety regulations.
- 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, responds to questions and complaints from the public.
- Assists County Auditor in developing and maintaining annual Maintenance Department budget that is accurate and continually monitors revenues and expenses in accordance with Board of Supervisors goals.
- Attend all department meetings to communicate status and goals of the department as well as understand and assess the needs of other departments within the County.
- Other duties as assigned.

QUALIFICATIONS

- High School Diploma or GED
- Construction and technical experienced is preferred.
- General Carpentry skills, janitorial, housekeeping, and grounds maintenance or combination of education and experience.

- Minimum of 2 years of supervision or project management experience.
- Valid Iowa driver's license and be insurable under Jones County's guidelines.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Knowledge of the practices, processes, materials, and equipment used in the maintenance, repair, construction, and improvement of public buildings and grounds.
- Knowledge of building codes.
- Knowledge of institutional plumbing, electrical, mechanical, and HVAC system installation, maintenance and repair.
- Budget planning, preparation, and monitoring.
- Must be capable of regular and predictable attendance in order to perform assigned tasks and responsibilities.
- Demonstrate safe working habits and knowledge of safety policies, procedures, and practices.
- Demonstrate principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, employee training and discipline.
- Develop skills in planning, organizing, supervising, reviewing, and evaluating the work of others.
- Training others in policies and procedures related to the work involved.
- Knowledge and experience with assisting in budget preparation and accountability.
- Providing customer service in the most cost effective and efficient manner.
- Must have good communication skills including the ability to communicate effectively with the public, elected officials, department heads, internal and external customers, and vendors.
- Must be able to read and interpret manuals, correspondence from other elected officials, department heads, and invoices from vendors.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- 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 hands to finger, handle, or feel, 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, lawn care machinery such as hand and riding mowers, and hand tools.
- Work performed includes moderate exposure to dirt, dust, fumes, unpleasant odors, and chemicals used for cleaning and sanitizing.
- Frequent lifting equipment and supplies up to 80 pounds.
- The noise level ranges from quiet to moderate.
- The typical schedule for this position is Monday – Friday: 7:30AM-4:00PM with a 30 minute unpaid lunch break. May be required to work after hours or holidays for situations like snow removal, emergencies, etc.
- Weekend work will be required during the winter season to do boiler checks. Maybe eligible to have weekend rotation with other maintenance staff.
- Must be able to drive to assigned buildings.

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- Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
 - All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
 - Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
 - The County reserves the right to change or reassign job duties, or combine positions at any time.