Date Posted: 6/15/2015
Department: Administration
Job Title: Facilities Manager
Location: Kiowa, CO
Salary: $37,440 - $41,184 Annual DOQ
Accepting applications until: 6-29-15
Elbert County is an Equal Opportunity Employer
If interested, please submit applications and resumes to:
Elbert County Government
215 Comanche St.
PO Box 7
Kiowa, Colorado 80117
Or email: dianna.hiatt@elbertcounty-co.gov
If you have any questions please call (303) 621-3150

Elbert County Government
Job Description

Facilities Manager

FSLA Status: Non-Exempt
DATE ORIGINATED: 04/2015
SALARY: $37,440 - $41,184 Annual DOQ

DEFINITION OF WORK:
Performs duties associated with all aspects of facilities management.

SUMMARY DESCRIPTION:
The Facilities Manager position offers a unique opportunity for a very detail-oriented individual. This position oversees all activities of the Elbert County Fairgrounds as well as managing the maintenance and janitorial duties in all other county buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
(The following examples are illustrative only and are not intended to be all-inclusive)

- Manages all events held on the Elbert County Fairgrounds.
    - Manages the scheduling of events
    - Prepares rental agreements
    - Negotiates terms and use of facilities based on client needs
    - Collects fees for rental
    - Coordinates the maintenance of buildings and grounds
    - Manages and prepares the Fairgrounds budget
    - Performs all duties associated with the finances of the fairgrounds including preparing purchase requests and depositing revenues.
    - Coordinates contracts and purchases supplies and services for fairgrounds facilities.
    - Develops promotional materials for the fairgrounds facilities.
    - Plans and implements all stages of capital improvements done on the fairgrounds.
    - Ongoing inspection of fairgrounds facilities and coordinating corrective actions with maintenance personnel.

- Manages the maintenance and custodial activities of the Elbert County Courthouse, Elbert County Health & Human Services Building and the Elbert County Justice Center.
    - Manages service request for maintenance/ janitorial needs received from departments housed in the above mentioned facilities.
    - Supervises maintenance personnel
    - Creates the scheduling of tasks to be completed by maintenance personnel
    - Evaluates the performance of the maintenance personnel
    - Manages the maintenance and justice center budgets

- Performs all duties associated with the finances of the maintenance and justice center including preparing purchase requests and depositing revenues
- Creates and follows a plan for building improvements and routine maintenance

QUALIFICATION REQUIREMENTS:

- High School or GED
- Must be an independent worker, express use of good judgment and have the ability to accept responsibility of handling information of a confidential nature.
- Must be able to react to new assignments and handle tasks as they arise.
- Ability to respond to employee inquiries and/or complaints and prepare drafts as necessary.
- Computer literate and knowledge of all Microsoft programs including Word, Excel and Outlook.
- Good verbal, written and interpersonal relationship skills.
- Ability to prepare and maintain detailed records, files and reports.
- Ability to make decisions in accordance with rules, regulations, and procedures.
- Ability to effectively communicate directives and procedures.
- Ability to operate standard office equipment.
- Position requires a high level of professionalism and attention to detail.

RESPONSIBILITY

Position performs routine work independently following set procedures and policies. Work comes from the supervisor who reviews the work in process or upon completion. Work results in supportive services to all other staff in forms and supplies, equipment and maintenance of files. Choices include prioritizing the work based on deadlines and employee needs.

PERSONAL WORK RELATIONSHIPS

Contacts are with agency management and staff, county and state personnel, and the public for the purposes of providing information, explanation and interpretation of policies and procedures.

WORK ENVIRONMENT

Work is generally performed in a typical office environment. Evening and weekend work occasionally required.

PHYSICAL REQUIREMENTS FOR POSITION:

Grade Scale: At All Times/ Frequently/ Occasionally/ Never

Driving:	Occasionally
Balancing:	Occasionally
Bending/Stooping:	Frequently
Twisting:	Frequently
Squatting/Crouching:	Frequently
Kneeling:	Frequently
Crawling:	Occasionally
Climbing Stairs:	Occasionally
Climbing Ladders:	Occasionally
Reaching at shoulder level:	Frequently
Reaching below shoulder level:	Frequently
Reaching above shoulder level:	Frequently
Standing/Walking:	Frequently

Position requires sitting for extended periods of time.

Lifting:	30lbs minimum/50 lbs maximum
Carrying:	30lbs minimum/50 lbs maximum
Push/Pull:	30 lbs minimum/50 lbs maximum