

Date Posted: 5/1/19

Applications accepted until: 6/2/19

Elbert County is an Equal Opportunity Employer

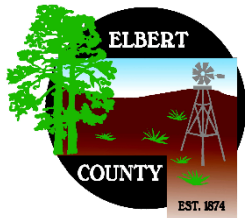
If interested, please submit application and resume to:

Elbert County Human Resources Department

PO Box 7, 215 Comanche St., Kiowa, CO 80117

Or email: gwen.listul2@elbertcounty-co.gov

For more information, please call 303-621-3150



COUNTY FACILITIES MANAGER

Department: Administration
Annual Salary: \$56,874 – \$71,093 DOQ
(based on County's standard 36-hour, 4-day workweek)
Approved: May 2019
FLSA: Exempt

SUMMARY DESCRIPTION:

Elbert County Government is looking for an experienced and motivated construction or engineering professional to oversee maintenance and planning for the County's building, grounds and systems. The person in this position will supervise a team of 2-5 maintenance technicians, plus seasonal employees and contractors as necessary.

DEFINITION OF WORK:

The Facilities Manager oversees the planning, design, construction, maintenance and alteration of buildings, grounds and other County facilities in accordance with County strategic plan objectives and is responsible for timely and cost-effective execution of projects; gathers and reviews data concerning facility or equipment specifications, County or other government regulations (including ADA requirements for buildings and grounds), and construction feasibility; plans, budgets, schedules, and ensures the efficient execution of facilities modifications, including cost estimates, bid sheets, layouts, contracts, and labor/material requirements; inspects and monitors the construction and installation progress to ensure compliance with established specifications, space allocation, layout, and timetables; responsible for establishing and ensuring compliance with health and safety standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following examples are illustrative only and are not intended to be all-inclusive)

- Manages the maintenance, custodial, and strategic planning activities of these Elbert County facilities: Administration Building, Health & Human Services complex, Justice Center (which includes Sheriff's Office, Jail, and Courthouse), Samuel Elbert Building, and Fairgrounds.
- Supervises the day-to-day operations of employees assigned to facilities maintenance and management.
- Assigns routine requests with building vendors/contractors including janitorial, electrical, and property management (i.e. building temperature, lighting, equipment failures).
- Participates in management-level County-wide strategic planning, budgeting, and resource allocation processes, providing advice and recommendations to department heads and elected officials in person and in writing;
- Responds to, tracks and reports on facility complaints, concerns, and resolutions;
- Trains new employees on facilities rules/processes;
- Issues keys and maintains key control system and policies;
- Responsible for safety rules including fire alarms, drills and emergencies;
- Inspects, plans and evaluates use of space and facilities;

- Analyzes HVAC systems, computer network wiring, lighting, plumbing and other factors, anticipating maintenance needs and life cycles, and planning;
- Performs audits and works with elected officials and department heads to support facility planning;
- Acts as liaison to utility, environmental, and energy agencies;
- Inspects construction and installation progress to ensure conformance to established specifications;
- Oversees the coordination of building space allocation, layout, and communication services;
- Supervises staff responsible for operations of the Elbert County Fairgrounds, including maintenance, scheduling and overseeing Fairgrounds events.

QUALIFICATION REQUIREMENTS:

- High School diploma or equivalent; additional education and/or relevant certifications desirable;
- Significant professional experience in management of a public-sector or corporate facilities program preferred;
- Ability to complete projects independently, use good judgment and appropriately handle information of a confidential nature;
- Ability to effectively handle multiple tasks and adjust priorities as necessary;
- Demonstrated ability to respond effectively to questions, concerns and/or complaints from employees, elected officials and the public;
- Ability to use Microsoft products including Word, Excel and Outlook as well as operate standard office equipment;
- Excellent 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;
- Position requires a high level of professionalism and attention to detail.

RESPONSIBILITY

Completes assignments that are moderately complex in nature where judgment is required in resolving problems and making recommendations; insures that all details of a task are accomplished properly; works under minimal supervision; assignments are received in the form of results expected, due dates and general procedures to follow.

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 with frequent visits to a variety of County government facilities, including heavy equipment shop, fairgrounds, and various office locations. Evening and weekend work occasionally required.

PHYSICAL REQUIREMENTS FOR POSITION:

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

Lifting:	1 lb minimum/50 lbs maximum
Carrying:	1 lb minimum/50 lbs maximum
Push/Pull:	1 lb minimum/50 lbs maximum