



# Madison County Vacancy Announcement

## Director of Facilities Maintenance

### Position Summary:

Performs complex professional, administrative, technical, and supervisory activities of the Maintenance Department, including construction, maintenance, and operation of building and grounds maintenance, preparing and administering department budget, reviewing development plans, and related work as assigned or apparent. Work involves setting policies and goals under the direction of the County Manager. Departmental supervision is exercised over all personnel within the department.

This position is exempt under the Fair Labor Standards Act.

### Where to Apply:

The position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <http://www.madisoncountync.org/employment.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753.

Madison County Government is an Equal Opportunity Employer.

### Essential Functions:

- Plans, directs, supervises, and participates in building repair and maintenance; secures maintenance and repair supplies and equipment; prepares and maintains appropriate records and files.
- Plans, organizes, supervises, and participates in the enforcement of and implementation of grounds maintenance.
- Establishes schedules and methods of providing facilities and grounds maintenance services for the County.
- Prepares and submits plans for small remodeling projects and new construction.
- Oversees project management for the construction of County projects; coordinates and monitors the work of contractors; makes field inspections of County projects; ensures completion and compliance with contract requirements.
- Prepares requests for qualifications and requests for bid; conducts bid openings; evaluates responses and bids; recommends project awards.
- Reviews proposed plans with developers, architects, engineers, and others for County projects.
- Oversees and supervises all department personnel; assigns, directs, trains, and inspects the work of staff; rewards, disciplines, coaches, counsels, and evaluates staff performance; develops staff schedules.
- Ensures compliance with Federal, State, and local environmental laws; ensures compliance with permit requirements.
- Develops standards, policies, and operating procedures; recommends operational changes to the County Manager.
- Develops and organizes preventative maintenance and safety inspection programs for County grounds, parks, facilities, and equipment.
- Prepares and reviews department budget; monitors and approves expenditures; researches and prepares specifications for purchase of equipment; estimates the cost of construction.
- Completes and presents various reports, as assigned.

- Is routinely expected to be onsite or on-call during emergencies and special events.
- Plans, directs, supervises, and participates in snow and ice removal and control.

### **Education:**

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in the building trades or related field and extensive experience in building and grounds maintenance and repair.

### **Knowledge, Skills, and Abilities:**

- Working knowledge of the principles, practices, policies, operations, services, and activities of facilities and grounds.
- General knowledge of building maintenance, repair, and construction.
- Working knowledge of the principals of supervision, training, and performance evaluation.
- Working knowledge of the principals of project management.
- Ability or plan, direct and supervise the work of others in an efficient and timely manner.
- Ability to express ideas clearly and concisely in oral and written forms.
- Ability to prepare written reports and recommendations and to maintain records.
- Ability to deal tactfully and courteously with the public.
- Ability to maintain an effective working relationship with the public and co-workers.
- Ability to make presentations to the Board of Commissioners or public as needed.

### **Physical Requirements:**

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. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, grasping, feeling, talking and hearing.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally; up to 50 pounds of force frequently and up to 20 pounds of force constantly.

**Requirements:** Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. This position is subject to health and safety sensitive random drug screens. Must possess a valid North Carolina Driver's License.

**Salary:** \$38,000-\$51,000