



## BOONE COUNTY JOB DESCRIPTION

**JOB TITLE:** Facilities Maintenance Manager    **NEW:** X    **REVISED:**         
(Please check one)

**REPORTS TO:** Commission    **FLSA:** Exempt    **DATE:** 01/16

**DEPARTMENT:** Facilities & Grounds    **JOB CODE:** 101  
Maintenance

**DEFINITIONS:**

Under limited supervision, plans, manages and directs the day to day maintenance of County buildings and grounds, hires, trains and supervises staff and coordinates contractor work on major assignments to ensure safe and efficient operation of county facilities.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Plans, develops, organizes, manages, and administers maintenance and operation of public buildings and grounds. Supervises technical and housekeeping staff engaged in maintaining, repairing, and housekeeping of the County Buildings. Administers contracts and agreements for public building services. Ensures compliance with federal, state, and local laws, statues, and ordinances. Responds to service requests during and after normal office hours and provides advice regarding public facilities and coordinates Division works with other County departments.

Plans organizes and manages the ongoing maintenance of county facilities; hires and trains staff and evaluates performance; plans and identifies material and equipment needs for maintenance and building projects; procedures materials and maintains inventory; manages budget; schedules work in a manner to be least disruptive to the county staff and the public; inspects work to ensure compliance with building codes and safety regulations; develops preventative maintenance programs for county properties.

Oversees the repair of hot water boilers, liquid chiller units, compressors, power generators, and kitchen equipment; repairs temperature control systems and air balance; oversees installation and replacement of electrical outlets, light fixtures, switches, wiring and receptacles, wiring electrical and electronic components of machinery and equipment.

Manages repair and maintenance of plumbing and HVAC systems, pipes, valves , toilet sinks, water heaters and water softeners; visually inspects and tests machinery and equipment; listens for unusual sounds from machines or equipment to detect malfunction; repairs and maintains physical structure of establishment.

Visually inspects and test machinery and equipments; cleans and lubricates shafts, bearings, gears and other parts of equipment; installs and repairs electrical components of machinery and equipment.

Lays out, assembles, installs, and maintains pipe systems and related hydraulic and pneumatic equipment; operates cutting torch or welding equipment; set up and operates machine tools.

Orders parts, equipment and supplies; maintains a variety of records and files.

**KNOWLEDGE AND SKILLS:**

1. Considerable knowledge of HVAC equipment and operations and of tools used in repair of equipment.
2. Considerable knowledge of equipment, facilities, materials, methods and procedures used maintenance, construction and repair activities.
3. Considerable knowledge of applicable Boone County Policies and Procedures.
4. Considerable knowledge of OSHA regulations and of safety procedures related to maintenance activities and tools.
5. Skill in planning work projects and scheduling materials and support.
6. Skill in communicating with managers and employees to diagnose problems, coordinate work and respond to department needs.
7. Skill in reading and interpreting plans and documents such as operating and maintenance instructions and procedure manuals.
8. Skill in applying basic mathematical concepts to compute rate, ratio, and percent and to draw and interpret graphs.
9. Skill in the operation of standard hand and power tools, and meters.
10. Skill in reading and interpreting sketches, diagrams and blueprints.

**MINIMUM QUALIFICATIONS:**

Bachelor’s degree in business or mechanical engineering preferred with additional advanced training and/or college courses in inspection, heating, venting, and air conditioning (HVAC), plumbing, electrical, and carpentry or additional equivalent experience. Minimum of five years of increasingly responsible building maintenance and management experience including electrical, plumbing, HVAC, carpentry, painting and contract administration of which at least three years are in a lead or supervisory capacity; a N.A.P.E. Class 3 License or State equivalent, experience with fans, pumps, and equipment and controls associated with HVAC systems, fire sprinklers, refrigeration systems, and security door control systems.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)