

**INGHAM COUNTY
JOB DESCRIPTION**

FACILITIES MANAGER

General Summary:

The Facilities Manager supervises and coordinates the daily activities of workers engaged in maintaining buildings and grounds in a clean and orderly condition as well as overseeing projects assigned by the Superintendent or Director for repair or major maintenance projects. He/she coordinates with department heads, elected officials, and staff concerning maintenance related activities. This employee determines staff, methods and materials to best facilitate these activities. The Facilities Manager interviews, trains, and counsels maintenance, custodial, and part-time employees as well as insuring records concerning time, material, machinery, and equipment are maintained. The Facilities Manager is under the general direction of the Facilities Director.

Essential Functions:

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Assigns and supervises duties of maintenance staff as assigned, making recommendations on schedule changes and time-off requests.
2. Maintains building and grounds repair and normal upkeep.
3. Coordinates with department heads, elected officials, and staff concerning maintenance related activities on a daily basis.
4. Conducts employee interviews, training, counseling, and assures compliance of collective bargaining agreements.
5. Determines staff, methods and materials to best facilitate maintenance and related activities.
6. Evaluates and requisitions equipment and materials to be utilized for maintenance related activities such as paint, wood, etc.
7. Insures work orders and records concerning time, material and equipment are properly filled out.
8. Coordinates the ongoing daily activities of the Maintenance Section with outside agencies such as contractors, sales representatives, and case workers or coordinators for youth and employment programs.
9. May assume the duties of the Maintenance Superintendent in his/her absence, as assigned.
10. May attend management and/or supervisory meetings, if assigned.
11. On call twenty-four (24) hours for problems related to buildings, equipment, and security.

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Other Functions:

12. None listed.

Employment Qualifications:

Education: Equivalent of two years of advanced course work in mechanical systems, trades and construction and related maintenance areas. Prefer some course work supervisory / management skills.

Experience: Five years of related experience in the maintenance and repair of mechanical, heating, cooling and ventilation systems, electrical, plumbing and other aspects of facilities maintenance and management.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

Walks over uneven terrain to make repairs and inspections.

Extensive walking to inspect buildings

Squatting, stooping, kneeling to maintain and repair facilities and equipment.

Climbing ladders and scaffolding to make inspections.

Lifting ability to remove and replace parts on building mechanical systems.

Ability to lift and move fixtures and other equipment involved in repair tasks.

Working Conditions:

Works in confined spaces.

Works outside in varying weather conditions.

Works in all areas of County buildings.

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Works in cramped body positions to perform maintenance and repairs.
Works in areas with loud noise.
Exposure to equipment where risk exists of getting burned, bruised or scraped.
Contact with oil and petroleum products.
Exposure to solvents, boiler chemicals and various other chemicals.
Exposure to gases and fumes.



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