

Clinton County, Iowa  
Job Description

Clinton County Building Maintenance

Job Title: Building Maintenance Manager	Reports to: BOS
Department: Building Maintenance	Pay Band: B32
Revision Date: 4/29/2024	FLSA: Non-Exempt

**SUMMARY**

Works under the general guidance and direction of the Clinton County Board of Supervisors. Performs semi-skilled, skilled, technical and administrative work in maintaining the facilities and equipment of Clinton County.

**Essential Job Duties and Responsibilities:**

- Prepares, prioritizes, distributes work assignments, schedules; maintains the flow and quality of work; manages in-house projects; makes daily adjustments in work schedules in accordance with overall priorities and assists staff as needed.
- Supervises the removal of snow/ice from County premises including sidewalks, parking lots; supervises the care of grounds keeping, snow removal equipment; maintains inventory, repair logs on equipment. Serves “on-call” for emergencies and snow removal.
- Manages personnel by making department head decisions including recruiting, selecting, training, evaluating, promoting, motivating, disciplining, and discharging employees as appropriate.
- Reviews timecards and submits to payroll, prepares departmental claims, and assists auditor in creating and administrating department budget.
- Prepares and maintains records and reports including preventative maintenance records, daily work order activity, equipment and supply inventories; ensures adequate inventory of materials and supplies on hand to complete work assignments as planned and scheduled; and evaluates status of equipment and facilities, and schedules needed repairs or replacement.
- Monitors and trains staff in existing work methods and proper use of materials and equipment to ensure conformance with accepted standards.
- Assists in planning and coordination of building or capital improvement projects.
- Conducts various analyses and inspections of heating, cooling, air handling, lighting, plumbing, and other building systems to determine the most cost-effective means of maintenance, repair or replacement. Prepares project cost estimates and monitors expenditures.
- Develops shop procedures and budget data for the maintenance and repair of vehicles, mechanical equipment, and facilities under maintenance care.

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- Provides emergency field assistance to disabled equipment as needed and appropriate.
- Serves as purchasing agent for central operating and janitorial/building maintenance supplies.
- Assists in the preparation of bid specifications for equipment and County facilities.
- Provides guidance as ADA consultant for needs and assessment in County buildings for Title II Compliance.
- Ensure that buildings meet code and critical functions are regularly inspected, including elevator, jail, boiler, and fire suppression.
- Sits on the Risk Management Committee to assure a safe workplace for county employees.
- Maintains MSDS for both maintenance and custodial care.
- Point of contact for contracted county building maintenance projects; regularly updates the board of supervisors to ensure projects are completed to contract.
- Any duties assigned by the County's Board of Supervisors.

### **Minimum Qualifications Requirements - (Education and Experience):**

Associate's degree (A. A.) or equivalent from a two-year college or technical school and minimum of five (5) years of management experience.

### **Minimum Qualifications – (Knowledge, Skills and Abilities)**

#### Supervisory Skills

- Demonstrated ability to assign, supervise, and evaluate the work of staff engaged in building trades and grounds keeping tasks.

#### Office Skills

- Knowledge of the standard practices and materials used in the building maintenance and construction trades including carpentry, painting, and plumbing.
- Knowledge of standard practices, materials and equipment used in landscaping, grounds keeping and snow removal.
- Knowledge of the principals and practices of supervision.
- Knowledge of proper safety procedures and occupational hazards associated with construction, maintenance, repair of buildings, and grounds keeping.

#### Language Skills

- Ability to read, analyze, and interpret engineering plans, blueprints, schematics, construction drawings, general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and response to questions from groups of managers, clients, customers, and the general public.
- Ability to communicate effectively both orally and in writing.

#### Reasoning Ability:

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- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases.
- Ability to deal with a variety of abstract and concrete variables.

### **Work Environment:**

- Environmental – Frequently exposed to wet or humid conditions (non-weather); works near moving mechanical parts; works in high, precarious places; fumes or air borne particles; outdoor weather conditions; extreme cold (non-weather); and extreme heat (non-weather). Occasionally exposed to toxic or caustic chemicals; risk of electrical shock and vibration.
- Noise – Loud (example: jack hammer work, front row at rock concert)

### **Physical Demands:**

- Standing or being stationary – Approximately between 1/3 and 2/3 of on-the-job time.
- Walking or traversing – Approximately between 1/3 and 2/3 of on-the-job time.
- Sitting or being stationary – Approximately between 1/3 and 2/3 of on-the-job time.
- Use of hands to finger, handle or feel or otherwise operate, activate, use, prepare, inspect, place, detect, or position items – Approximately between 1/3 and 2/3 of on-the-job time.
- Reaching with hands and arms or otherwise secure objects at a distance – Approximately between 1/3 and 2/3 of on-the-job time.
- Climbing or balancing – Approximately less than 1/3 of on-the-job time.
- Stooping, kneeling, crouching, crawling or otherwise position ones self to move – Approximately less than 1/3 of on-the-job time.
- Talking/Hearing or otherwise communicate, detect, converse with, discern, convey, express oneself, exchange information – Approximately greater than 2/3 of on-the-job time.
- Weight lifted/Force exerted – Frequently requires lifting of objects up to 25 pounds. Occasionally requires lifting of objects up to 50 pounds.
- Vision – Close vision (clear vision at 20 inches or less); Distance vision (clear vision at 20 feet or more); Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point); Depth perception (three-dimensional vision, ability to judge distances and spatial relationships); Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

### **Certificates, Licenses, Registrations:**

- Must possess a valid state driver's license.

### **Supplemental Information:**

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- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_