

# Clinton County Government

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**Title:** Building Maintenance Manager  
**Department:** Building Maintenance  
**Reports To:** Clinton County Board of Supervisors  
**FLSA Status:** Exempt

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**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 Duties:** Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

## Supervisory Management Skills

- Prepares, prioritizes, distributes work assignments, schedules; maintains the flow and quality of work; 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.
- Prepares payroll, vouchers, departmental budget and performs other record keeping.
- 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; provides safety training.
- Assists in planning and coordination of building or capital improvement projects.
- Prepares and administers the facilities budget in conformance with adopted policies and procedures. Presents budget requests to the Board of Supervisors for approval.

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- 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.
- 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.
- Maintain records, prepares reports, claims, and other specialized maintenance records of facilities and equipment.

**Supervisory Responsibilities:** There are supervisory responsibilities associated with this position managing and scheduling staff.

**Qualifications:** To perform this job successfully, the Building Maintenance Coordinator must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

**Education/Experience:**

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

**Required Knowledge, Skills and Abilities:**

- 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.
- Knowledge of building fire/safety and construction codes and regulations.
- Demonstrated ability to assign, supervise, and evaluate the work of staff engaged in building trades and grounds keeping tasks.

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## 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.

## Mathematical Skills:

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## Reasoning Ability:

- 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.

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

- Possess a valid State Operator's license.

## **Physical Demands:**

- Standing . Approximately between 1/3 and 2/3 of on-the-job time.
- Walking . Approximately between 1/3 and 2/3 of on-the-job time.
- Sitting . Approximately between 1/3 and 2/3 of on-the-job time.
- Use of hands to finger, handle or feel . Approximately between 1/3 and 2/3 of on-the-job time.
- Reaching with hands and arms . 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 or crawling . Approximately between 1/3 and 2/3 of on-the-job time.
- Talking or hearing . Approximately greater than 2/3 of on-the-job time.
- Tasting or smelling . 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

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to judge distances and spatial relationships); Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

**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)

**ACKNOWLEDGEMENT:** I acknowledge that this position description was reviewed with me and a copy was provided to me. I agree that I can successfully perform the essential functions and responsibilities listed above with or without reasonable accommodation.

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Employee's Signature

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Date