

**COUNTY OF CARBON  
JOB ANNOUNCEMENT  
NON-UNION**

**BULLETIN U**

**POST DATE:** August 10, 2017

**REMOVAL DATE:** August 23, 2017

**APPLICATION DEADLINE:** August 31, 2017

*Applications to be filed with Human Resources Department – Court House Annex.*

**POSITION:** Operations/Maintenance Director

**DEPARTMENT:** Buildings/Grounds

**RATE OF PAY:** Salary Range - \$45,000 to \$55,000 depending upon qualifications/experience

**HOURS WORKED:** 7:00 a.m. – 3:30 p.m. and On-Call as needed

**OVERALL OBJECTIVE OF JOB:** To direct and supervise the Maintenance department, assuring that all buildings and grounds and equipment are safe, clean and have a pleasant atmosphere, and are maintained within required standards and costs.

**QUALIFICATIONS:**

High school diploma plus some technical training required in HVAC, building, electrical and plumbing trades. 4 years' experience working in trades of electrical, plumbing or allied trades. Some experience as supervisor required.

**ESSENTIAL FUNCTIONS OF JOB:**

1. Prepares the department budget and oversees and controls the expenditures.
2. Assigns work and supervises the maintenance staff.
3. Prepares work schedules for staff.
4. Coordinates the preparation of contracts and requests for proposals with the Purchasing Department.
5. Prepares department reports and maintains logs, data and other department information.
6. Inspects County bridges for proper signage, cleaning and repair as noted in inspection reports, prepares scour critical bridge and plan of action reports.
7. Inspects and tests fire alarm system to assure proper working order.
8. Inspects and reviews quality and quantity of work being performed and informs staff of procedures and information as necessary.
9. Interacts and coordinates work with outside contractors, engineers and architects, as well as internal departments.
10. Conducts performance evaluations on staff and handles personnel-related issues.
11. Interviews and assists in selecting new employees.
12. Tests emergency generators and boilers; troubleshoots mechanical failures.
13. Requisitions supplies and materials and recommends equipment purchases.
14. Checks all utilities for proper maintenance; checks and maintains assigned buildings as needed.
15. Remains up to date on all federal, state and local regulations as they pertain to maintenance of buildings and equipment.
16. Operates hand and power tools frequently to perform maintenance duties.
17. Works within the given budget and assures expenditures are in line.
18. Ensures the general security and safety of buildings, grounds and equipment.
19. Maintains building plans and updates files during renovations, building additions or alterations such as electrical service, etc.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess effective communication and interpersonal skills.
3. Must possess initiative and problem solving skills.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
5. Must possess the ability to make independent decisions when circumstances warrant such action.

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Continued):**

6. Must possess thorough knowledge of the methods, practices, materials and tools used in electrical, plumbing and allied trades.
7. Must possess a thorough knowledge of the occupational hazards and safety precautions involved in the installation, maintenance and repair of electrical, plumbing, heating and other cleaning and construction trades.
8. Must possess knowledge of the principles and practices of supervision; and ability to plan, assign and supervise work and staff.
9. Must possess ability to practice safety in use of tools and equipment used in trades, and the ability to instruct maintenance staff to follow safety precautions.
10. Must possess ability to make accurate estimates of time and materials; and to prepare requests for proposals and contracts as assigned.
11. Must possess ability to control department expenditures and operate within given budget.
12. Must possess ability to order and control issuance of equipment, supplies and materials for building maintenance activities and maintain adequate inventory of supplies and equipment.
13. Must possess ability to maintain accurate records and prepare required reports.
14. Must possess some knowledge of regulations regarding lighting, heating, air conditioning, emergency power and other equipment.
15. Must possess computer skills and ability to search for resources and information online.

**WORKING CONDITIONS:**

1. Works in adequate lighting and limited work space, with fluctuating temperatures and ventilation.
2. Works with average indoor and outdoor exposure to noise and stress, but subject to frequent disruptions.
3. Normal indoor exposure to dust/dirt.
4. Periodically works beyond normal work hours or works on-call or on an as-needed basis.
5. Works in potentially dangerous or hazardous environments as various maintenance or construction projects are in progress, or when using various chemicals.
6. Exposed to all outdoor elements when performing outdoor maintenance.
7. Travels occasionally to other County buildings or as necessary to perform essential duties of job.

**PHYSICAL REQUIREMENTS:**

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit, walk and stand intermittently throughout the workday, with frequent twisting, stooping, bending, carrying, reaching and grasping as necessary to carry out work duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
4. Medium work, with occasional lifting/carrying of objects weighing from 10 - 50 pounds.
5. Must be able to cope with the physical and mental stress of the position.
6. Must be able to move frequently throughout the work day.
7. Must be able to pay close attention to details and concentrate on work.
8. Must be able to climb ladders and scaffolding.

**AN EQUAL OPPORTUNITY EMPLOYER**