

## GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

**JOB TITLE:** Facilities and Maintenance Manager  
**DEPARTMENT:** Public Works  
**DIVISION:** Facilities and Maintenance Division  
**REPORTS TO:** Division Chief  
**FLSA STATUS:** Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

### JOB SUMMARY:

Manages the daily operations of the maintenance and custodian employees, ensuring that County public buildings and facilities provide the highest level of public use and visual enhancement. This is a skilled technical management position associated with construction, maintenance, equipment and cleaning of buildings, facilities, and other related areas of work. The work encompasses new construction installation and the alteration, relocation, preventive maintenance, repair, and custodial services to a wide variety of buildings and grounds. An employee in this classification may be called upon to assist with preparation of budgets, cost estimates, and specifications. Primary responsibilities include ensuring the health and safety of the public and County employees by seeing to the timely repair, maintenance and cleanliness of the County owned buildings and ensuring that all facilities meet various building, safety and fire codes and ordinances. The employee will perform maintenance and custodian work as needed.

### ESSENTIAL JOB FUNCTIONS (not all inclusive):

- Make decisions, manage employees, prioritize/coordinate daily work assignments and enforce safety regulations.
- Coordinate preventative, quarterly and annual maintenance tasks.
- Schedule and manage building related testing and repairs in accordance with local, state, and federal regulations. i.e. (sprinkler, fire extinguisher, water quality, etc...)
- Schedule and manage annual custodial projects.
- Perform inspections of buildings and facilities document, report, and plan corrective actions for deficiencies.
- Plan, organize, and oversee internal projects throughout various stages to completion.
- Assist with the maintenance of logs and records of work performed, periodical/special reports, inventory, budget preparation, cost estimates, purchasing requirements, etc.
- Ensure purchases being made have met purchasing regulations.
- Provide oversight and assistance with technical issues related to maintenance and custodial tasks.
- Collaborate with building occupants, receive, investigate and correct complaints or concerns from building occupants.
- Assist in the review and administration of plans and capital improvement projects.
- Maintains files of warranties, records, licenses, inspections, service agreements, and contracts for various pieces of equipment.

- Review, receive and control custodial and maintenance supply orders ensuring proper budget management.
- Prepare and execute monthly employee schedule, on-call rotation and manage employee leave time. Approval of bi-weekly timesheets.
- Receive and direct after-hours emergency calls and building, equipment alarms.
- In conjunction with management, this position also requires periodic hands-on participation in maintenance and custodial tasks.
- In coordination with the Division Chief, conduct employee performance evaluations that are timely and constructive.
- Other duties may be assigned.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

#### **Education and Experience:**

- High school diploma or equivalent.
- Five (5) years of experience in performing skilled maintenance, general construction or related field.
- Three (3) years of supervisory/management experience is required.
- A state license or equivalent accreditation in one of the following: plumbing, electrical, or HVAC from a Trade School or learning center is desired.

#### **Knowledge, Skills, and Abilities:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and product safety labels.
- Ability to read mechanical and electrical schematics and building blueprints.
- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to compute electrical, heating, and plumbing formulas.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to project and administer budget details.
- Ability to efficiently perform work on a computer with associated programs such as Microsoft Office to produce reports, budgets, and documents.

#### **Certificates and Licenses:**

- Valid driver's license
- Department of Transportation (DOT) Medical Examiner's Certificate

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, walk, and reach with hands and arms.
- Frequently required to stoop kneel, crouch, or crawl and talk or hear.
- Occasionally required to climb or balance.
- Must regularly lift and/or move up to 50 pounds.

- Specific vision abilities required by this job include close vision, color vision, peripheral, depth perception, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently exposed to fumes or airborne particles and outside weather conditions.
- Occasionally exposed to wet and/or humid conditions.
- The noise level in the work environment is usually moderate.

This position also requires time in an office for required paperwork and meetings.