

Callahan County

Building Maintenance Director

GENERAL SUMMARY

Reporting to the Facilities Supervisor, this is a working management position that performs, directs, and coordinates programs, activities, employees and subcontractors associated with the maintenance of all Callahan County buildings. The Building Maintenance Director is responsible for performing repair and preventative maintenance on all county owned buildings and systems including, but not limited to, electrical, plumbing, air conditioning, geothermal, lawn maintenance, painting, sheet rock, and carpentry. This position assists and facilitates the relocation of county employees among county buildings. This position also performs custodial tasks and supervises the custodial staff and ensures that all county buildings are always clean and sanitary.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include but are not limited to the following:

- Plan, direct, perform, and supervise the maintenance and repair of county owned buildings; including plumbing, electrical, structural, heating, and cooling.
- Operate various hand and power tools used in building maintenance.
- Ensure all operational and safety procedures are properly followed.
- Establish maintenance schedule, plan daily work assignments, and evaluate outcomes.
- Train and coach staff in housekeeping procedures.
- Communicate effectively to staff and other county personnel.
- Develop and train County personnel on county maintenance policies.
- Order cleaning materials and maintain inventory.
- Develop, maintain, and ensure compliance with a work order system for all county offices
- Maintain accurate and thorough maintenance records.
- Develop departmental budget including forecasting of funds needed for staffing, equipment, materials and supplies and submit to Auditor and Facilities Supervisor for approval. Administer approved budget for facilities, approve and monitor departmental expenditures.
- Coordinate maintenance service contracts for courthouse facilities and make recommendations to the Commissioners Court regarding maintenance service vendors.
- Prepare and provide reports to the Commissioners Court on the status of county facilities, projects, and building maintenance.
- Purchase materials to complete repair jobs and purchase janitorial supplies.
- Perform outdoor maintenance of lawns, trees, shrubs, and irrigation systems.
- Perform routine maintenance tasks and serve as the liaison between outside contractors and County staff
- Move offices, furniture, fixtures, boxes, filing cabinets and office equipment as needed.
- Supervise personnel including instructing, assigning, reviewing and planning the work of others; monitoring work standards; coordinating operations; and ensuring the adherence of safe work practices and procedures.

EXPERIENCE AND TRAINING

High school diploma or GED; supplemented by five (5) to seven (7) years previous experience or training that includes facilities and building maintenance and repairs.

LICENSES AND CERTIFICATIONS

Must possess valid driver's license. Professional or Technical Certifications will be considered.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Maintenance and repair of various building and facilities systems.
- Correct English usage and grammar in a professional setting.

Ability to:

- Use various advisory and design data and information such as maintenance manuals and budget.
- Provide guidance assistance and/or interpretation to others on how to apply procedures and standards to specific situations.
- Understand and exchange information with supervisors, subordinates, department, and co-workers when giving and receiving assignments and instructions.
- Effectively use computers for research, record keeping and communication. Must have comfortable working knowledge of Microsoft Office, Outlook, Google Chrome, and experience with accounting software and a work order ticket system is preferred.
- Effectively communicate, both verbally and in writing, and interact with vendors and other county departments.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders.
- Use building maintenance equipment and chemicals.
- Operate a motor vehicle.
- Exert heavy physical effort involving objects and materials of 50 pounds and sometimes up to 100 pounds in various environments and weather conditions.
- Program and monitor a building management system
- Evaluate and ensure the County's compliance with Texas Historical Commission grant recipient maintenance standards and assist in preparation of grant compliance documentation
- Supervise employees and provide evaluation and counseling in regards to performance of job duties.