

Champaign County Job Description

Job Title: Building & Grounds Manager

Department: Physical Plant

Reports to: Facilities Director

FLSA Status: Exempt

Grade Range: J

Prepared Date: July 2017

SUMMARY Assists the Facilities Director with the maintenance of the physical assets, buildings, grounds and equipment of the county in an operating and orderly fashion for the benefit of county offices, employees, and citizens. Supervises and coordinates the activities of maintenance workers, grounds workers, and custodial services personnel.

SUPERVISORY RESPONSIBILITIES This is a supervisory position.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Plans, organizes and supervises the activities of staff in proper repair and maintenance of mechanical equipment and systems, grounds maintenance, and custodial services of county buildings;

Ensures that preventative maintenance procedures are carried out on a scheduled basis and completes maintenance records for all equipment;

Recommends replacement of equipment whenever necessary and evaluates new equipment for its durability and values;

Obtains cost estimates for supplies, parts and equipment repair; orders supply and maintains inventory of parts;

Maintains records of completed maintenance and repair work;

Oversees the remodeling and renovation of building structures;

Attends meetings with various departmental personnel in order to prioritize maintenance requests;

Assists with the preparation of the annual department budget;

Performs related work as required.

KNOWLEDGE, SKILLS and ABILITIES

Knowledge of the occupational hazards and safety precautions involved with the maintenance, repair, and operation of buildings, grounds, and operating systems;

Knowledge of management principles and practices, including optimum use of human and material resources;

Knowledge of labor contracts and working with supervision in a contract environment;

Ability to effectively interact with staff, tenants, department heads and officials, the public, and contract services providers;

Ability to relate plans and specifications to actual field conditions;

Ability to communicate effectively, both orally and in writing;

Ability to establish and maintain effective working relationships, as required by the position.

EDUCATION and/or EXPERIENCE

Associates Degree in construction technology or related field and responsible facilities maintenance experience (5-7 years) involving the maintenance and repair of buildings and grounds, as well as experience in supervising a staff of maintenance personnel; or any equivalent combination of education and experience that would provide the above noted knowledge, skills and abilities.

CERTIFICATES, LICENSES, REGISTRATIONS

Illinois Driver's License; safe driving record; and proof of insurability;

Security Clearance issued by the Champaign County Sheriff.

PHYSICAL DEMANDS

Work requires sufficient physical strength, agility, endurance, dexterity and hand-eye-foot coordination to perform all essential duties. Work requires sitting for long periods of time, standing and walking, and kneeling, crawling, bending, climbing stairs and ladders. May be called after regular working hours to respond to emergency maintenance and repair needs.

WORK ENVIRONMENT

The work is performed primarily in an office; and at various locations throughout the county. Work may expose employee to potential chemical hazards; potential biological hazards; and potential physical hazards. Work requires the use of safety clothing and equipment, and compliance with safety rules and procedures, as needed.