

Job Description

Job Title: Building Maintenance Manager

Job Code: 906199

Job Family: Infrastructure

Pay Grade: JC.18.18

FLSA: Exempt

EEO: Service/Maintenance Workers

Department/Agency: Countywide

Position Number(s): Multiple

Recommended Position Title(s): Assistant Director of Building Maintenance

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Supervises Building Maintenance Supervisors, Field Services staff, and serves as the County's representative with contractors and vendors for on-site special projects relating to maintenance, renovation, and construction; ensures compliance with the County's goals, schedules and budgets; meets with department/agency directors and personnel regarding building renovation and/or reconfiguration needs, and recommends design options based on the business needs of the department/agency and knowledge of facility design.
- Participates in the development of annual department budget; supervises the development of maintenance, grounds, and custodial divisional budgets; monitors and controls expenditures to assure compliance with Departmental budget; develops, documents, and recommends Countywide facility guidelines and procedures that promote the safety and security of County buildings and/or properties, including emergency procedures.
- Serves as a technical resource and provides technical expertise to other Facilities staff and maintenance personnel; maintains state-of-the-art knowledge of new and emerging processes, equipment, and technologies impacting crafts and trades; develops bid specifications for both service and supply contracts in compliance with County purchasing related policies and procedures; manages the bid process through contract award for maintenance services and/or purchase of materials.
- Provides ongoing development and utilization of the Facilities preventative maintenance buildings database; oversees the collection and entry of data; analyzes data and makes recommendations based on supporting information;

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investigates facility-related complaints by employees and/or the public, including investigations related to health problems; collaborates with Risk Management, the Department of Human Resources, and Legal Services.

- Determines, designs, conducts and/or coordinates mentoring programs and other training and development opportunities for facilities personnel to facilitate retention and ensure current knowledge in the field.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Bachelor's degree in HVAC, Electrical, Plumbing, Building Automation, Mechanical Engineering or related field; five (5) years' experience in building maintenance trades to include: electrical, plumbing, and mechanical systems in a commercial setting and three (3) years' experience in HVAC diagnosis and repair with an understanding of inter-operability of building systems; five (5) years' experience as a Building Maintenance Supervisor or related position; and five (5) years' experience supervising multi-crafted work crews are required. Must pass a thorough criminal history screening and have a valid driver's license with an acceptable driving record.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Universal Refrigerant Transition and Recovery Certification or equivalent is preferred.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

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Physical, Environmental, and Special Working Conditions:

Exposure to extreme temperatures, fumes and/or chemicals, heights, and loud noises.

On call/stand-by work required.

Weather essential: Department Essential

Position is required to respond to requests for emergency and afterhours work which will require work when the facility is closed (e.g. holiday, weekends, nights).

Physical abilities, including mobility, agility, strength, dexterity, balance, coordination, and /or endurance.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.