



POSTED: 4/21/16

JOB OPPORTUNITY #: 621-6100

Director of Facilities Maintenance

Responsibilities: *This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Organizes, administers, and leads a comprehensive program of maintenance and custodial services that provides and maintains the facilities, grounds, equipment, and furnishings of Boone County Government, in an efficient and economical manner, so that employees and the community are provided a clean, safe, attractive, and healthy place in which to work and do county business. In coordination with the Purchasing Department and the County Counsel's Office, plans, develops, organizes, manages, and administers contracts and agreements for county building services. Ensures compliance with federal, state, and local laws, statutes, and ordinances. Responds to service requests during and after normal office hours. Develops and recommends the Facilities & Grounds Maintenance budget, and then administers the approved budget, completing all required documentation. Develops long term planning budgets for capital repair and replacement projects that ensure that the County has set aside adequate funds to repair, maintain, and replace County property. Establishes and implements a program of safety, accident prevention, and health maintenance for all department employees, including safe and proper use of equipment, vehicles and materials, identification and prevention of hazards, air quality controls, and prevention of accidents and injuries. Works cooperatively with community and state agencies, including the police, fire, emergency, and health departments, to ensure that high standards of health, sanitation, and safety are maintained throughout all of the county's facilities and grounds. Provides a regular program of staff development to promote, cleanliness, efficiency, effective procedures, communication skills, work attitudes, and ethics.

Status: Full Time, Exempt

Working hours: Primarily 8:00 a.m. – 5:00 p.m., Monday – Friday. **Periodically works beyond normal work hours and works on-call.**

Preferred Qualifications: Bachelor's degree in business or mechanical engineering, or equivalent experience, with additional advanced training and/or college courses in inspection, heating, venting, and air conditioning (HVAC), plumbing, electrical, and carpentry. Five years or more of increasingly responsible building maintenance and management experience including electrical, plumbing, HVAC, carpentry, painting and contract administration of which at least three years are in a lead or supervisory capacity; experience with fans, pumps, equipment, and controls associated with HVAC systems, fire sprinklers, refrigeration systems, and security door control systems.

Salary Range: Salary commensurate with experience and education

<http://www.showmeboone.com/hr/webpublish/PersonnelPolicyManual.asp#SECTION2EmployeeBenefits>

External link to our exceptional employee benefits.

Deadline for Application: Applications will be accepted until the posting is removed.

Apply online at www.showmeboone.com or in person at the Human Resources Department, 613 E Ash, Boone County Annex, Columbia, MO 65201, or call (573) 886-4395 if you have questions. Please call in advance if special accommodations are required in order to apply. Benefits include 100% County paid medical and dental employee insurance premium, pre-tax savings program, 2 weeks' vacation, 13 paid holidays, matching deferred compensation plan and retirement plans. To see a complete list of posted positions, submit an online application or to download the application, log on to www.showmeboone.com.

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