



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Building Maintenance Manager

FLSA: Exempt

DEPARTMENT: Building Maintenance

REVISED:

Summary:

Under minimal supervision, coordinates and directs the activities of custodial, grounds and maintenance staff responsible for the maintenance of County buildings.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Plans, organizes and prioritizes work activities, assigns tasks to workers and allocates equipment and materials to accomplish assigned tasks.
- Communicates expectations and standards of performance to subordinates and reviews work to ensure that it was done properly.
- Plans and conducts periodic inspections and schedules preventive maintenance of equipment.
- Selects, requisitions, purchases and receives equipment and materials; negotiates contracts with and arranges for contract maintenance work through RFP and legal review process.
- Maintains records and prepares reports regarding work activities.
- Prepares annual budget estimates based on anticipated needs for equipment, materials and personnel.
- Confers with elected officials, department heads, managers and employees to resolve problems, review goals and/or discuss upcoming projects.
- Hires and selects staff; oversees training of new and existing staff.
- Performs routine building maintenance tests involving carpentry, painting, plumbing, electrical and mechanical work; operates hand and power tools.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of building codes and city, state and OSHA guidelines.
- Knowledge of personnel, procurement and budgeting practices and requirements.
- Knowledge of custodial, grounds and maintenance standards and requirements.
- Knowledge of the concepts and techniques of on-the-job training.
- Knowledge of relevant safety practices.
- Knowledge of supervisory principles, practices, and methods.

- Skill in preparing and administering budgets.
- Skill in preparing and reviewing contracts and reports.
- Skill in ensuring compliance with all regulatory requirements.
- Skill in supervising, leading, and delegating tasks and authority.

Minimum Qualifications:

High School diploma and three (3) years supervisory or management level facilities, custodial, grounds and building/complex maintenance experience.