

Johnson County Facilities Manager Job Description

Johnson County Facilities Manager shall oversee the general maintenance of Johnson County Facilities and as needed work with the ancillary arms of the County on behalf of the County Commissioners. The Facilities Manager reports directly to the Johnson County Commissioners.

Johnson County facilities include the Johnson County Courthouse, Annex A, Judicial Center, Justice Center, Cooperative Extension Office, Kaycee Emergency Management Building, Buffalo and Kaycee Road and Bridge Building.

The ancillary arms include the Bomber Mountain Civic Center, JOCO First Properties, Johnson County Airport, Johnson County Library and Kaycee Branch Library, Jim Gatchell Museum, Johnson County Fair Grounds, Harrold Jarrard Park, Johnson County Youth Camp, Miksell Potts Recreation Area, and the Johnson County Search and Rescue Building.

Manager will be responsible for the following areas of work:

- Develop, implement and update the County's five year capital facilities plan.
- Oversee all maintenance, janitorial, pest control, landscaping, tree and lawn care, snow removal, heating and air conditioning, roofs, and seasonal maintenance of county facilities.
- Hires, trains, supervise and evaluate maintenance personnel in multiple trades.
- Conducts performance evaluations subordinates and contractors.
- Maintains personnel files on all maintenance employees, documenting performance. Files will be maintained in the Office of the County Clerk.
- Coordinates overall work schedule through completion and ensures that original expectations are met or exceeded
- Prepares operational and personnel budget recommendations and researches, finds and buys supplies, equipment and tools necessary to perform program functions.
- Ensures that priorities are properly addressed and that staff remains cognizant of those in which they are involved
- Initiates and updates maintenance and safety programs for actual, preventive and daily responsibilities to ensure compliance with state and federal rules and regulations.
- Arranges for employees to receive all necessary and required training
- Handles central purchasing for all supplies for the tasks listed above;
- Work cooperatively with appropriate county officials and/or department heads in the scheduling of any work that will affect their office and/or building
- Ensure snow removal is done on a schedule so that entrances, exits, and parking lots at all facilities are easily accessible during hours of operation and be in compliance with any applicable city ordinances governing snow removal;
- Assist departments and elected officials with moving furniture or other objects necessary for the functioning of their office;
- Address minor maintenance issues such as leaky faucet, etc.;
- Hire appropriate contractors to address major maintenance issues;

- Ensure all generators (in cooperation with Emergency Management) associated with above properties are maintained and have sufficient fuel and fuel condition for operation;
- Perform duties of employees or contractors who are absent during scheduled shifts;
- Other duties as necessary to ensure the proper functioning of county facilities and offices located within the facilities.
- Cooperate and assist other county Boards or Commissions in operations or maintenance of facilities as needed.
- Take training as needed to provide backup for county services as directed by the County Commission.
- Provide monthly report of activities to the Board of Commissioners.
- Be proficient in computer usage included utilize “Pub-Works” computer program to assist in cost analyzing activities.

Successful candidate must be able to pass a pre-employment drug screening, have a valid driver’s license, and will be subject to random drug testing.

Please submit resume, references and cover letter to:

Facilities Manager Position
% Johnson County Commissioners
76 North Main Street
Buffalo, WY 82834.