



## **Maintenance Manager**

**Starting Salary: \$36,487.00 – \$55,276.00 Depending on Qualifications**

Botetourt County (pronounced Bot-ah-tot), is one of Virginia's most scenic and historically significant Counties. Nestled just north of Roanoke, Virginia, Botetourt County offers American history blended with nature and modern attractions. When it was first established, the County extended all the way to the Mississippi River, covering parts of seven present-day states. Botetourt offers a slice of Americana, with charming small towns, traditions, and southern hospitality of life in the Blue Ridge Mountains.

Botetourt County is recruiting for the position of **Maintenance Manager** to join our Department of Parks and Recreation. This is a full-time position with an excellent benefits package, including state retirement.

The selected candidate will have responsibility for performing supervisory work in the maintenance, repair and improvement of County buildings.

### **Areas of Focus:**

- Supervising maintenance staff employees and outside contractors
- HVAC, carpentry, painting, plumbing and custodial
- Technical and skilled electrical

### **Areas of Responsibility:**

- Initiates and executes preventative maintenance programs for properties and equipment
- Establishes objectives, evaluates operations and the overall effectiveness of the division's services
- Develops and implements divisional operational and personnel policies and recommends new or revised policies to the Director
- Prepares the division's operating and capital budgets and monitors and/or approves expenditures. Recommends and implements energy reducing and sustainability programs
- Coordinates and oversees the completion of work of staff engaged in general building maintenance involving electrical, heating, air conditioning, water system, carpentry, painting, mechanical, plumbing, and custodial.
- Monitors the work of staff for conformance with county and division policies and practices and provides assistance when problems arise.
- Enforces sound safety and housekeeping practices.

**Education and Experience:**

•Education equivalent to graduation from high school. Five (5) years' experience related to building trades and facility maintenance. Five (5) years in a supervisory capacity.

Go to [www.botetourtva.gov](http://www.botetourtva.gov) for application, complete job description and benefits summary.

**Application, cover letter, and resume can be submitted to:**

**Botetourt County Human Resources**

**5 West Main St, Suite 200**

**Fincastle, VA 24090**

**or e-mail to [jobs@botetourtva.gov](mailto:jobs@botetourtva.gov)**

(Reference *Maintenance Manager* in the subject line)

**A completed application form is required to be considered for the position.**

Botetourt County offices are located in Fincastle, an easy 30 minute commute from downtown Roanoke.

**Position will remain open until filled.**

*Botetourt County is an Equal Opportunity Employer.*