

Facilities & Maintenance Manager
Madison County, VA

The Facilities & Maintenance Manager will work out of the office on 2 South Main Street in the War Memorial Building in Madison, VA.

Full-time employees are eligible for VRS retirement, employee health insurance (currently Local Choice-Blue Cross/Blue Shield) benefits, and holiday and vacation/sick leave. County personnel policies can be viewed [here](#). Part-time positions are not eligible for these benefits. The pay rate will depend upon the qualifications of the individuals selected.

Applicants are to complete a Madison County employment application form available [here](#) and return it to Tillie Strothers; P.O. Box 705; Madison VA 22727 or via email at with “Madison County Employment” in the subject line containing a single pdf file to tstrothers@madisonco.virginia.gov. Resumes (and limited additional relevant documentation) are encouraged and will be accepted but will not be considered a substitute for a completed County application form. Applications will be reviewed on the basis of apparent qualifications. Unsigned applications will not be considered. General inquiries by the applicant via telephone or in person are discouraged.

The County will give preference to applicants that have appropriate experience and good people skills.

All applicants are expected to be qualified with applicable experience and certifications and possess a valid driver’s license. All applicants must be able to pass a drug screen and criminal background investigation.

Facilities & Maintenance Manager

Dept/Div: Facilities & Maintenance/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled technical work planning, coordinating, supervising, and participating in the cleaning, maintenance and repair of County buildings and grounds, overseeing the transfer station and closed landfill operations, and related work as apparent or assigned. Work is performed under the general direction of the County Administrator. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Supervises and coordinates repair and maintenance work for County buildings, fixtures, and systems; monitors and ensures accessibility in inclement weather.

Monitors transfer station and closed landfill operations; maintains transfer station site and performs post-closure care of landfill.

Responds to heating and cooling requests and repairs for County buildings.

Supervises, trains, and schedules the work of subordinates; evaluates employee performance.

Engages and coordinates contract work, regular repairs, or emergency repairs; ensures contracts are fulfilled and performed as specified;

Performs turf and landscaping management duties; maintains exterior appearance of buildings; supervises Inmate workforce when available.

Orders parts and supplies; maintains inventories; orders parts and supplies as needed or required.

Maintains and repairs County road signs, street flags and poles; repairs and replaces as needed.

Coordinates services for special events and lighting programs.

Responds to alarms and maintains contact with the alarm service company.

Knowledge, Skills and Abilities

Thorough knowledge of tools, materials and equipment utilized in building and grounds maintenance programs; thorough knowledge of principles and practices of work execution in buildings and grounds maintenance; thorough knowledge of occupational hazards and safety precautions of work; some knowledge of building trades; ability to solve problems within scope of responsibility; ability to supervise the work of personnel; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED and extensive experience in buildings and grounds maintenance to include some construction, electrical/plumbing/HVAC maintenance work, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, speaking or hearing and using hands to finger, handle or feel, frequently requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions and occasionally requires sitting, climbing or balancing, tasting or smelling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Obtain Virginia Pesticides for Turf, Class I and Class II Solid Waste licenses within one year of hire.
Valid driver's license in the Commonwealth of Virginia.

Last Revised: 9/9/2019