

# **Grant County Fiscal Court**

## **Job Description**

**Department: Facilities/Maintenance**

**Position Title: Facilities Manager**

**Reports to: Judge Executive**

**Status: Full-Time**

**The Grant County Fiscal Court is now accepting applications for a Full-Time Facilities Manager. The starting salary is \$36,000, depending on experience, plus a generous retirement & benefit package, paid vacation, sick leave, and tuition reimbursement.**

**Position Summary:** Responsible for overseeing and administering general maintenance for the various buildings, properties, and offices of the Grant County Fiscal Court. This position requires a wide variety of duties including coordinating, planning, and completing various required tasks for the upkeep and maintenance of County Property.

**Essential Duties include, but are not limited to:**

- Monitoring the safety and cleanliness of interior and exterior areas of all public properties owned by the Grant County Fiscal Court.
- Performing routine maintenance on facilities and making repairs as needed.
- Schedule routine inspections and repairs with outside vendors as needed.
- Ensuring proper security measures for the workplace, including collaborating with security system vendors.
- Maintain day-to-day operations of facilities, such as delegating or completing maintenance orders.
- Create reports on maintenance, repairs, safety, and other occurrences for supervisors or relevant staff.
- Prepare and complete required safety measures for changing weather conditions.
- Collaborate with Department Heads and the Judge/Executive's office on budgeting facility and improvement needs.

**Qualifications and Needed Skills:**

- Graduate of a standard High School, vocational school, or an equivalent, supplemented by experience or training which provides the desired knowledge, skills, and abilities to perform the required duties of Facilities Manager.
- Experience and knowledge of functions pertaining to property maintenance, and a working knowledge of modern office procedures including billing, invoices, and bidding.
- Ability to effectively and consistently communicate the needs and tasks required for particular jobs and services.
- Ability respond to inquiries and/or complaints from employees, regulatory agencies, and vendors.
- Ability to write reports, business correspondence, and policy documents.
- Ability to work under limited supervision.
- Familiarity in maintenance tools and equipment.
- Ability to work with other departments and/or employees of other entities or businesses.
- Ability to keep schedules and appointments.

**Applicants can email their resume and Job-Application to: [mmoss@grantco.org](mailto:mmoss@grantco.org), or mail to:**

**Melissa Moss  
Human Resource Director  
Office of the Grant County Judge/Executive  
101 N Main St.  
Williamstown, Ky 41097**

**Applicants must submit their resume and Job-Application by Friday, March 11, 2022, by  
4:00 P.M.**

