

Job Title: Buildings & Grounds Manager
Department: Buildings & Grounds
Reports To: Board of Carbon County Commissioners
FLSA Status: Exempt
Prepared Date: August 2023

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs supervisory functions for maintenance staff, head custodian and contract services in county owned properties. Assists head custodian as needed with all employment matters concerning custodians.
- Is in charge of the administration of employees, including the hiring, retention, promotion, firing, and disciplining of employees as needed and is required to document any necessary employment action.
- Directs and utilizes available staff members to improve operation
- Responds appropriately and timely to emergencies or urgent issues and resolves or repairs any issues or resulting damage.
- Prioritizes necessary maintenance and repairs within allocated budget.
- Procurement and contract management related to buildings and grounds goods and services and construction.
- Provides and oversees basic maintenance and repair services.
- Promote that facilities meet health and safety standards.
- Manages space allocation of some facilities in conjunction with the Board of Carbon County Commissioners.
- Calculates and compares costs, and negotiates for required goods and services to achieve maximum value.
- Directs and coordinate services such as waste disposal and recycling, utility installation and management, and other contract services.
- Promotes staff and public safety by monitoring cleaning and maintenance protocols.
- Receives and responds to calls from building tenants.
- Monitors work by staff and contractors has been completed satisfactorily and follow up on deficiencies.
- Performs duties as a certified fuel storage tank operator at the county's airport(s).
- Remotely monitor and set aviation fuel prices and coordinate tank refills.
- Develops and maintains a preventative maintenance schedule for all county facilities.
- Develops and maintains an electronic work order system for tracking maintenance of facilities.
- Schedules and oversees repair, maintenance, and construction of existing and new buildings regardless of how these activities are funded.
- Provides or coordinates and oversees lawn care and snow removal.
- Oversees ordering of custodial supplies and approves invoices for all purchases from buildings budgets.
- Directs training and orientation of workers to improve work performance and acquaint workers with company policies and procedures.
- Prepares and monitors multiple departmental budgets for cost savings and prevents cost overruns.
- Sets written goals and prioritizes needs for all properties.

- Provides monthly verbal, in person reports to the Board of Carbon County Commissioners in a public meeting setting.
- Assists county personnel with moving furniture and setting up equipment or furniture for meetings and special events.
- Plans, develops, and implements new methods and procedures designed to improve operations, minimize operating costs, and effect greater utilization of labor and materials.
- Validates that buildings meet current state and local codes and develops ways to meet these codes.
- Remedies solutions for ADA accessibility issues.
- Coordinates financing, construction, and purchasing of new buildings.
- Examines avenues to fund projects and new construction.
- Annual assessment of buildings to identify short and long-term maintenance issues.
- Prepares building leases as needed, invoice and receive payments from lessors.
- Prepares and distributes emergency evacuation plans to all occupants.
- Visits, inspects, and repairs county owned properties throughout the county periodically and on an as needed basis.
- All other duties as assigned.

PHYSICAL DEMANDS:

- Be able to perform physical work including bending, pulling, standing for long periods, lifting and carrying up to 50 pounds and occasionally moving items of 100 pounds or more.
- Be able to effectively communicate.
- Be able to navigate stairs.
- Be able to travel distances around the county.

EXPERIENCE AND TRAINING

- High school diploma or equivalent.
- Knowledge of building codes, zoning, ADA requirements helpful.
- Understands office practice and procedures.
- Knowledge of the geography of the county helpful.
- Knowledge of airport maintenance and operations helpful.
- Ability to maintain records and prepare reports.
- Computer knowledge and experience required.
- Ability to establish and maintain a positive working relationship with the public, co-workers, building occupants, elected and appointed officials, boards and others.

REQUIREMENT FOR EMPLOYMENT

- Possess and maintain a valid Wyoming Driver's License with a suitable driver's history as determined by the county's liability insurance carrier.
- Successfully complete a background check.
- Within 6 (six) months of employment become a certified fuel storage tank operator with the WY Department of Transportation.

Carbon County does not discriminate against, and provides equal employment opportunities for, all employees and applicants in employment matters, without regard to race, color, sex (including pregnancy and related conditions, sexual orientation, and gender identity or

expression), national origin, religion, disability status, age (40 or older), political affiliation, protected veteran status, genetic information (including employer requests for, or purchase, use or disclosure of genetic tests, genetic services, or family medical history), or any other characteristic protected by federal or state laws and regulations, except where specific requirements constitute bona fide occupational qualifications necessary to proper and effective job performance.