



MORGAN COUNTY JOB DESCRIPTION

POSITION: Facilities Staff

JOB STATUS: Full-time with Benefits

HOURS: Weekdays, Occasional evenings, weekends

JOB OVERVIEW:

- The Facilities staff ensure that County staff have a safe, secure and healthy physical environment in which to work.
- The Facilities staff will report to the facilities Director, Morgan County Administrator, and ultimately to the Morgan County Commission.

JOB RESPONSIBILITIES:

- The Facilities staff is responsible for the maintenance and daily operations of all County properties, buildings, and space leased by the County to house staff and assets, including the heating, cooling, plumbing, storm water, electric power, fire alarm and fire suppression (sprinkler) and phone systems.
- Work on specified construction projects on an on-going basis.
- The Facilities staff is responsible for managing construction and other types of projects that impact County buildings, properties and work spaces.

QUALIFICATIONS AND REQUIREMENTS:

- High school diploma required; construction experience or other relevant area highly desirable.
- Experience with building automation systems (Honeywell experience preferred)
- Analytical and technical skills – ability to troubleshoot and solve problems

PHYSICAL REQUIREMENTS:

- This is non-sedentary work requiring the exertion of up to 50 pounds of force as needed.

- 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.
- Visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment.
- The worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

1. Possession of a valid driver's license.
2. May be required to work evenings if and as needed.
3. Reasonable accommodations may be made to enable individual with disabilities to perform the essential tasks.
4. Must pass a background check.

MORGAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

04/22