



# County of York

**Position:** Facilities Director  
**Status:** Part-Time / Non-benefited  
**FLSA:** Exempt (Salary)  
**Union:** Non-Union  
**Rate of Pay:** TBD During interview/hiring process  
**Reports to:** County Manager

*York County Government is an Equal Opportunity Employer*

## **Purpose of the Position**

Supervises and is responsible for the management of sanitation, building and equipment maintenance personnel, on all shifts to ensure the facilities and equipment are maintained at the highest level of efficiency.

## **Scope/Supervision**

This position works under the general supervision of the County Manager, who provides guidance on technical matters, and who reviews completed work assignments for conformance with established rules, regulations, policies and applicable state laws.

## **Responsibilities and Examples of Duties**

1. Be committed to the mission of York County Government.
2. Supervise maintenance and custodial employees to ensure that the County meets all required federal, state and County rules and regulations governing the safety and sanitation of County facilities.
3. Interface with all department leaders to keep informed of their equipment needs and maintenance requirements.
4. Communicates with Risk Management and other departments regarding equipment.
5. To assure quality in work performed in order to facilitate the delivery of quality services.
6. Effectively manages labor budget and other controllable costs.
7. Works with outside contractors and inspectors to ensure all maintenance is done effectively, safely and within contractual specifications.
8. Plans, schedules and completes projects for facility improvement per projections.
9. Purchases parts and materials for maintenance purposes as required.
10. And all other facility projects as assigned by the County Manager.

## **Knowledge, Skills and Experience**

1. High school degree required. College or trade school degree desirable and/or equivalent work experience in areas of refrigeration, electrical, plumbing and physical plant maintenance required.

2. Possess good leadership skills and the ability to supervise the work of others. Must be able to motivate and work with and through others to achieve desired results.
3. Have moderate knowledge with reading and reviewing architectural plans.
4. Have a basic knowledge of industrial sanitation programs, materials and cleaning methods.
5. Possess good communications skills, both verbal and written. Deal effectively with a wide variety of people both in person and over the phone.
6. Basic computer skills required.
7. A valid driver's license. The ability to respond to facility alarms if requested by the alarm company.

All interested candidates should submit an application to the Director of Human Resources, Linda Corliss at:

**York County Government Building  
Attn: Linda Corliss – HR Director  
45 Kennebunk Road  
Alfred, ME 04002**

This job will expire on **Friday, February 6, 2015 at 5 p.m.** Applications can be picked up at the York County Government Building, 149 Jordan Springs Road, Alfred, Maine or can be found online at the York County Government website: [www.yorkcountyme.gov](http://www.yorkcountyme.gov)