



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Facilities Superintendent

LOCATION: Facilities

HIRING RANGE: \$69,771 - \$76,923/Yr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: 6:00 am – 3:00 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION May 2022

POSITION TITLE: Facilities Superintendent

DEPARTMENT: Facilities

PAY BASIS: Salaried

PURPOSE AND SUMMARY:

Supervises and manages the daily building and construction functions of the department. Supervises and trains department supervisors, maintenance staff, and tradespeople. Assists the Director with building maintenance and construction issues during new construction and remodeling. Assists with monitoring department expenditures and the development of the department budget.

ESSENTIAL FUNCTIONS:

1. Manages the daily operations of the department. Monitors work progress, expenditures, and budget.
2. Manages large and small capital projects. Coordinates with County staff and contractors. Monitors project progress and expenses.

3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

ADDITIONAL ESSENTIAL DUTIES:

1. Manages and supervises the maintenance supervisors, tradespeople, contractors and other staff as assigned.
2. Manages contracted work projects both major capital(>\$100,000) and minor capital(<\$100,000) capital projects
3. Acts as the Director's representative at County Board meetings, Committee meetings and various other meetings
4. Manages the various Facilities programs including but not limited to: Arc-Flash, Preventative Maintenance, Water Quality (Legionella) Management, and Safety.
5. Develops specifications for project or commodity bidding
6. Trains department staff and contractors as required.
7. Develops and implements required scheduled building and equipment maintenance.
8. Reviews plans and projects and works with architects and engineers, using value engineering to ensure the required functionality is met.
9. Responds to and manages facility-related emergencies.
10. Develops long- and short-range maintenance and repair plans, including equipment replacement schedules.
11. Monitors preventative maintenance needs and the preventative maintenance program.
12. Develops specifications and bid documents for contracted work.
13. Ensures that maintenance activities are properly and timely documented.
14. Participates in rotational on-call duties with the Maintenance Supervisors
12. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Director of Facilities.
2. Supervises Maintenance Supervisors, HVAC Specialists, Electricians, Painter – Facilities, Carpenter, and Plumber and outside contractors.
3. Works with contractors and oversees their performance.
4. Works with the County Executive, department heads, elected officials, other County staff, and the public.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Associate's degree in a related field such as engineering, construction, or business administration. International Facilities Management Association or Building Owners and Managers Institute certification in facility management is desired.
2. Eight years of progressively responsible work experience in corrective and preventative maintenance of structures, buildings, and grounds which includes three years of supervisory or management experience.
3. EPA universal refrigeration license recommended.
4. Valid Wisconsin Driver's License.
5. Ability to meet and maintain Criminal Justice Information Services (CJIS) security clearance requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Thorough working knowledge of facilities management and maintenance practices.

2. Significant knowledge of basic electricity, plumbing, and HVAC operations.
3. Significant knowledge of the principles of preventative maintenance.
4. General working knowledge of architectural and construction engineering design concepts.
5. Considerable ability to analyze and plan solutions to physical space needs.
6. Considerable ability to read and interpret blueprints and specifications.
7. Considerable ability to work effectively with groups and project teams and to maintain effective working relationships.
8. Considerable ability to manage and motivate a subordinate workforce and to bring out the best in subordinate managers.
9. Demonstrated ability to plan, organize, and prioritize work and to work with minimal to no supervision.
10. Strong written and verbal communication skills including listening skills.
11. Computer skills including facility with Microsoft Office applications and ability to learn and use CMMS and CAD software.

PHYSICAL REQUIREMENTS:

1. Ability to lift items of 50 lbs. or more several times per shift.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.
5. Ability to perform work from a standing or walking position throughout the shift and to climb, bend, stoop, crawl, and reach.
6. Ability to work in confined spaces.