

COUNTY OF LEELANAU
JOB DESCRIPTION

MAINTENANCE DIRECTOR

Supervised by: County Administrator
Supervises: Maintenance, Building & Grounds and County Parks Employees
FLSA: Exempt

General Summary:

Under the general supervision of the County Administrator, directs the activities of the staff assigned to Maintenance, Building & Grounds Department and County Parks. This is a working director's position where, in addition to directing staff, the director will be expected to perform staff functions.

Essential Duties and Responsibilities:

An employee in this position may be called upon to perform any or all of the following essential functions. The examples **do not** include all of the duties which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

- Directs and participates in the activities of the Maintenance/Building & Grounds Department.
- Develops and implements policies and procedures for department operations.
- Develops and monitors the departmental budget.
- Prepares departmental progress reports and special reports as required.
- Supervises, hires, trains, disciplines, and assigns the work of departmental personnel.
- Responsible for ordering and inventorying all departmental supplies.
- May be on 24-hour call, ensuring that County's buildings & grounds are secured and safe for all foreseeable users and addressing any building maintenance problem that may arise.
- Performs related work as assigned by the County Administrator. Operates and maintains the sewage and well system for the Government Center Complex.
- Maintains the lake levels of Lake Leelanau at the Leland Dam site, per court-ordered established levels.

Employment Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- High school diploma or equivalent.
- Five years building & grounds maintenance experience.
- License or ability to become licensed as a Michigan Wastewater Treatment Plant and/or Municipal Well System Operator.
- Knowledge of federal, state and local legislation relevant to the department, including employee issues, such as ADA, FMLA, and EEO, and a unionized workforce, as well as County rules, regulations, procedures and functions.
- Ability to understand the interrelationships of County functions, and the department's part in the larger picture.
- Knowledge in principles and practices of employee relations and development.
- Ability to comprehend process and apply both verbal and written skills appropriate for the job.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to do the following:

- Stand; walk; use hand to finger, handle, or feel; reach with hands and arms; and talk or hear.
- Stoop, kneel, crouch, or crawl Must frequently lift and/or move objects of moderate to heavy weight.
- While performing the duties of this job, the employee frequently works near moving mechanical parts and/or heavy equipment. The employee is occasionally exposed to wet and/or humid conditions; high precarious places, fumes or airborne particles, toxic or caustic chemicals; bloodborne pathogens; outside weather conditions; risk of electrical shock and vibration. The noise level in the work environment ranges from quiet to loud during certain assignments.