County of Kane

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| Department of Human **Resource Management** |  | County Government Center  719 Batavia Avenue, Bldg. A  Geneva, Illinois 60134-3011  630.232.3560  630.208.0116 FAX  www.countyofkane.org |

# JOB POSTING

# November 9, 2017

**BUILDING MANAGEMENT**

**Judicial Center Supervisor – Building Management Operations 40HR/WK $35,000-$55,000/YR**  **Full Time Exempt**

Works in conjunction with the Executive Director of Building Management Operations to carry out supervisory duties and project management support related to facility operations and budgets for the Kane County Judicial and Juvenile Justice Center facilities. Works collaboratively with Building Management, Judicial and Juvenile Justice Center staff. In addition, this person is responsible for creating and maintaining a clean, safe, healthy, and professional environment for county personnel and visitors to the Kane County Judicial and Juvenile Justice Center facilities. **ESSENTIAL DUTIES AND RESPONSIBLIITIES:** Ensures that Kane County Judicial and Juvenile Justice Center facilities are cleaned and maintained in a fiscally responsible manner, while complying with all regulations established by local, state, federal codes and laws. Responsible for providing direct leadership, and supervision of the day-to-day operations of the maintenance, grounds, and custodial staff with strong emphasis on electrical, mechanical, pluming, general maintenance and custodial functions. .Responsible for the day-to-day direct supervision and leadership of the maintenance, grounds, and custodial staff within the Kane County Judicial and Juvenile Justice Center facilities. Assists in the development of developmental policies and/or procedures for maintenance, grounds and custodial functions. Responsible for the implementation of operational policies for maintenance and custodial. Assist in implementation of maintenance and custodial staff performance benchmarks and best practices that includes, but not limited to, the evaluation of employee performance Responsible for the direct supervision of the removal of snow and the application of salt for Kane County and Judicial and Juvenile Justice Center facility sidewalks during winter months. Assist in the management of the maintenance and custodial supply room and ordering of parts, supplies and equipment as needed. Manage the Kane County Judicial and Juvenile Justice Center facilities pest control program. Assist in the preparation of department budgets and long-range facility planning. Assist in preparation of assorted facility management and construction project reports as required for meetings pertaining to personnel, budget planning, contract negotiations, leadership team and county board meetings or board member inquiries. Responsible for the training of new employees and current employees as they are promoted. Provides regular training opportunities for maintenance and custodial staff. Supervises the management of work order process (Facility Dude). Manage maintenance and custodial repair calls as received and as previously approved work orders. Responsible for the management of inventory, records, and inspections of Judicial and Juvenile Justice Center facilities documentation on a monthly basis to assure proper maintenance and cleaning techniques are being utilized. Responsible for all building related systems and equipment. i.e. lighting, boilers, fire alarms, mechanical, plumbing, electrical, computerized automation systems. Develops a planned prevention maintenance schedule for the Kane County Judicial and Juvenile Justice Center facilities. Monitor and supervise the performance of the preventive maintenance program as it applies to maintenance and custodial personnel. Respond to emergency night calls as needed. Expedite emergency response as requested during the day or night and staff as necessary. On call 24 hours a day, 7 days a week and holidays. Perform all other duties as assigned. **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** Proven leadership skills and knowledge of facility managementoperations and management of staff to assist in the day-to-day functions of the Building Management Operations Department. Must be proficient in Word, Excel, CMMS (Computerized Maintenance Management Systems) with good typing skills. Proven oral and written communication skills. In addition, strong interpersonal skills including tact, patience and courtesy. Proven leadership skills in supervision and management of operations and construction projects. Knowledge of HVAC maintenance, snow plowing, salting laws and custodial regulations governing its processes and chemicals. Establish and maintain cooperative and effective working relationships with others and communicate effectively both orally and in writing. Knowledge of policies and practices governing public sector bidding, budget functions and facility operations. **EXPERIENCE AND EDUCATION:** Facility management operations and extensive knowledge of construction, maintenance and grounds maintenance. Working with public and government entities, Administration and Supervisory background. High School Diploma required, Associates Degree in Facility Management preferred.

**Application deadline: Open until filled.**

**Kane County Employment application, cover letter and resumes accepted by:**

**Kane County Department of Human Resource Management**

**719 S. Batavia Ave., Room 312, Geneva, IL 60134**

**Or**

**Email:** [**hrmcorrespondence@co.kane.il.us**](mailto:hrmcorrespondence@co.kane.il.us)

**Download employment application at:** [**www.countyofkane.org**](https://www.kanecountyil.gov/)

**Applicant must submit to a criminal background check.**

**Employee must submit to yearly employer-paid TB testing.**

**EEO Employer/Program**