



DIRECTOR OF MAINTENANCE

Amenities:

The County of Northumberland offers a full benefits package to employees including health insurance, prescription, vision, dental, vacation, holiday, sick, personal time, and retirement.

Position Summary:

Maintains all County Building, interior and exterior facilities, machines, equipment, grounds, and County Vehicles; installs new equipment; rearranges and repairs existing equipment; maintains and repairs heating, ventilating and air conditioning equipment; maintains and repairs electrical substations and systems including emergency generating equipment and all wiring systems; maintains and repairs plumbing and water systems.

What You'll Do:

- Organizes and directs the work of any crew necessary to perform any maintenance job.
- Plans details of jobs referring to plans, prints, sketches, and instructions as necessary.
- Installs, moves, maintains, assembles, dismantles, and repairs a wide variety of machines and equipment.
- Maintains plumbing systems in good repair.
- Constructs and repairs benches, partitions, floors, walls doors, building framework, etc.
- Organizes and performs all classes of maintenance painting work; interior, exterior, caulking, scraping, and preparing.
- Organizes and performs all required masonry duties.
- Operates grading equipment to level and repair parking lots, where required, remove snow, ice, landscaping, etc.
- Operates County truck to haul machinery and equipment between departments and plants.

- Organizes and performs electrical work as required.
- Maintains tools and equipment in good working condition.
- Maintains necessary payroll records, develops, and maintains office budget.
- Responsible for the upkeep and routine maintenance of the air conditioning and/or heating systems.
- Responsible for notifying Purchasing Agent of Tax and Utility invoices on County properties.
- Reviews and performs tenant work requests as needed.
- Assists and manages renovations, upgrades, and repairs on County buildings. Reviews all requests and coordinates moves as needed.
- Responsible for daily inter-office/building mail collection and postage processing as required.
- Responsible for compliances with any software program journal entries with respect to facility maintenance recording.
- Observes all County rules and safety and HR regulations and policies and discharges the same to staff.
- Responsible for ordering all equipment, supplies necessary to perform all tasks assigned.
- Individual is directly responsible for supervision of maintenance staff and directly reports to department leader.

Job Requirements/Skills & Abilities:

- Potential for danger due to the equipment involved and tasks assigned.
- Uncomfortable work at times due to weather conditions, physical effort required. Must be physically able to lift considerable weighted items.

Minimum Training & Experience:

- Fully qualified candidates would have 8 plus years of experience in plumbing and carpentry, and building /equipment maintenance in a supervisory capacity. Salary will be determined after qualifications are reviewed.
- Must submit to and pass a drug screening background check per County policy.
- References required.

Employment Category:

- Full-Time
- Exempt

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to successfully do the job.

