

Franklin County Position Description

Position Title: Facilities Manager

Department: Facilities

Reports to: County Administrator

FLSA Status: Nonexempt

Effective Date: 09/16/2025

Job Summary:

The Facilities manager both supervises and performs maintenance and cleaning tasks and is responsible for the general operations of all County Buildings including the Courthouse, Emergency Operations Center, and Communications Center. This position ensures that the Custodian(s) complete their cleaning and other duties in a thorough and timely manner.

Essential Job Functions:

- Ensures minor maintenance tasks such as: painting, light carpentry, plumbing and electrical repairs are completed in a safe and timely manner.
- Inspects facilities and organizes required maintenance work; keeps County Administrator informed of problems and work needing to be done.
- Checks system conditions such as: fuel quantity, elevator operation, HVAC controls, lighting equipment, and generator log(s). These must be physically checked for operational problems each week.
- Is responsible for building system maintenance and procedures including: controls, fire alarms, door operations, heat sensors, sprinklers, and fire extinguisher maintenance.
- Establishes and monitors operations and maintenance procedures and scheduling.
- Is responsible for key distribution and inventory for all authorized Court personnel as well as staff and elected officials in County buildings.
- Is responsible for building structure and repair issues and building finishes, care and maintenance, including keeping records of products, colors. and methods.
- Maintains an up-to-date vendor list and ensures that we have emergency contacts when needed for emergency equipment issues.
- Performs Custodian tasks alongside and in the absence of the Facilities staff.
- Maintains inventory of all cleaning materials for all buildings by researching supply quantities, designing and maintaining inventory systems, determining inventory levels, anticipating and ordering needed supplies and maintaining required Safety Data Sheets (SDS) at each building location with the exception of Corrections.
- Ensures that seasonal tasks such as lawn, grounds and parking lot maintenance work, including mowing and raking, exterior building upkeep such as washing, are performed in a timely manner.

- Determines vendor service needs such as equipment, and personnel service requirements by conducting periodic physical inspections of workplace(s).
- Works closely with the Commissioner's Office in the preparation and monitoring of the annual Department Budget and, when required, the preparation and issuance of various bid specifications. Must be prepared to explain the Budget at public forums.
- Ensures that staff in the Department can perform necessary tasks in his/her absence. This includes ensuring staff is familiar with emergency shutoffs for the boiler, elevator, air heating/cooling units and the location of all fuse boxes.
- Communicates with the District Court to gain information about the court schedule and needs of the courtroom space.
- Anticipates and tracks large-scale maintenance projects for capital planning purposes and actively participates in the planning and execution of the Facilities budget.

Other Duties and Responsibilities:

- Promotes and maintains responsive community relations.
- Performs other duties as required.

Required Knowledge/Skills/Abilities:

- *Must possess a valid drivers license.*
- *Must be able to complete CEGIS training on confidential matters upon hire.*
- *Proficient in the use of Microsoft Office to include Outlook, Word, and Excel.*
- *Knowledge and experience working with budgets and project planning. 2 years minimum preferred.*
- *Must possess conflict resolution skills and have the ability to have difficult conversations.*

Education and Experience:

- *High school diploma required.*
- *Associates degree and/or leadership certification preferred.*
- *3-5 years experience in custodial and maintenance related work.*
- *Demonstrates experience in leadership such at a supervisor level or above.*

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24	25-49	50-74	75-100
<i>Seeing: Must be able to read computer screens and reports.</i>		x		
<i>Hearing: Must be able to hear well enough to receive calls and phone communication.</i>			x	
<i>Standing/Walking: Must be able to move about the department.</i>				x
<i>Fingering/Grasping/Feeling: Must be able to type and use technical sources.</i>				x
<i>Lifting/Pulling/Pushing: Must be able to lift up to 25 pounds.</i>				x
<i>Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up paper products or directories.</i>			x	
<p><i>Working Conditions: Normal working conditions absent extreme factors.</i></p> <p><i>Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.</i></p>				

Employee Signature

Date

Supervisor Signature

Date

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Approval Signatures:

Commissioner Fowler

Commissioner Skolfield

Commissioner Carlton

Commissioner Saviello

Commissioner Gilbert