



FRANKLIN COUNTY, MAINE

NOW HIRING

FACILITIES SUPERVISOR



The **Facilities Supervisor** 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.

This is an excellent opportunity for a hands-on leader who enjoys solving problems, managing building systems, supervising staff, and ensuring public facilities remain safe, clean, and efficient.

What You'll Do

- Supervise and support custodial staff.
- Coordinate and perform facility maintenance, repairs, and inspections.
- Monitor critical building systems including HVAC, generators, elevators, lighting, fire alarms, and sprinkler systems.
- Manage facility vendors, contractors, and maintenance schedules.
- Oversee inventory of cleaning supplies, equipment, and Safety Data Sheets (SDS).
- Assist with budget monitoring, purchasing, and project planning.
- Coordinate seasonal grounds and exterior building maintenance.
- Respond to facility-related emergencies and participate in on-call duties from November 15 through April 15.

Qualifications

- ✓ High school diploma or equivalent
- ✓ Valid driver's license
- ✓ 3–5 years of custodial, maintenance, or facilities-related experience
- ✓ Strong organizational and communication skills
- ✓ Proficiency with Microsoft Outlook, Word, and Excel

Preferred Qualifications

- Prior supervisory experience
- Experience with budgeting and project management
- Knowledge of building systems and facility operations

Why Franklin County?

- Competitive wages and benefits package
- Meaningful work serving the residents of Franklin County
- Leadership opportunity with a variety of responsibilities
- Stable public-sector employment
- Collaborative and supportive work environment

Compensation and Benefits

Franklin County offers a competitive salary and comprehensive benefits package, including:

- Prior years of relevant work experience shall determine the rate of pay for the position.
 - **Salary Range - \$56,165 to \$70,873**
 - Eligible for health insurance coverage, the first day of the month begins with the following hire. Employee-only coverage is paid 100% by the employer. Spouse, child, and family coverage will involve a 15% cost to the employee.
 - Eligible for individual Dental and Vision coverage at employee cost. Dependent coverage will involve a cost to the employee.
 - Eligible for life insurance and short-term disability, subject to applicable waiting periods.
 - Retirement: Eligible to participate in the 457 Deferred Compensation Plan, OR the Maine Public Employees Retirement Plan.
 - Paid time off to include sick, vacation, and 13 paid holidays.
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Franklin County is an Equal Opportunity Employer.

Please submit an application along with a cover letter and resume using the link provided.

The deadline to apply is **June 30, 2026**.

Please visit www.franklincountymaine.gov/employment or contact:

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