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Hill County  
Position Vacancy Notice

DATE: June 3, 2021  
TO: Hill County Personnel Office  
FROM: Building Manager, Daryl Anez  
RE: Position Vacancy  
STARTING WAGE: \$20.21 per hour Grade 15 Step 1

Hill County has an opening for a Building Manager. Position is Full-time and starts at \$20.21 per hour, Grade 15 Step 1 plus all applicable Hill County benefits.

This position maintains buildings and grounds for the physical plant operation of the Hill County Courthouse, Annex building, Detention Center, and Sheriff's Office. A low pressure boiler's license and a current Montana driver's license are required. 5 (five) years or more of experience in building maintenance is preferred; applicant must be able to lift at least 60 pounds. Complete job description available in the Personnel Office.

Background checks will be conducted for successful applicant.

Applications are available in the Hill County Personnel Office and on the County website. Completed applications can be returned to the Personnel Office in the Hill County Courthouse.

**HILL COUNTY**  
**POSITION DESCRIPTION**  
**JUNE 2021**

**POSITION:** Building Manager

**DEPARTMENT:** Buildings

**ACCOUNTABLE TO:** County Commissioners

**SUMMARY OF WORK:** Maintains buildings and grounds for the physical plant operation of the county courthouse, annex building, detention center, Sheriff's office and other related buildings.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs technical duties in the maintenance of facilities. Must be able to perform mechanical repairs of electrical, heating and plumbing systems. Position is on-call for emergencies. Position works indoors and outdoors. Hazards of position include working with boiler, acid base cleaners, electricity, and working with herbicides and pesticides.

**Personal contacts:** Minimal public contact.

**Supervision received:** Responds daily to work orders from department heads, position is mainly self-directed for daily tasks.

**Supervision exercised:** Supervision of Maintenance assistant, Custodian, Mail room personnel and occasional supervision of community work program workers from state agencies; juveniles doing community service for county probation.

**Essential Functions:** Position requires ability to do light carpentry; repair and maintain structures; install electrical apparatus; repair and replace plumbing fixtures; paint; operate a variety of hand and power tools and equipment; carry heavy materials weighing up to 60 pounds; shovel snow; read blueprints; read and understand technical data; climb ladders; maintain lawns; replace ceiling lights; maintain department budgeting and records.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

Performs essential maintenance and repairs of courthouse, annex buildings, Sheriff's office and Detention Center and assists with regular maintenance and repair of boilers, air conditioning units, generator, security/alarm system and cleaning of air vents.

Supervises contractor compliance with project specifications; surveys building and grounds to assure compliance with federal, state and local regulations. Draws up specifications for bids or quotes.

Prepares annual department budget; defends budgetary requests, monitors capital outlay and maintains inventory of department supplies.

Performs light carpentry, structural repair and maintenance of facility and grounds. Installs electrical apparatus; repairs and replaces plumbing fixtures. Does painting.

Performs routine maintenance of county truck, tractor mowers and other lawn equipment.

Performs and supervises landscaping and grounds maintenance including plantings, mowing, raking, watering, pruning, and removing snow from walkways around complex.

Opens courthouse prior to 8:00 am; raises and lowers flag; provides for building security.

Assists staff in hauling building materials and moving furniture.

Maintains underground sprinkler system.

Performs other related duties as required.

**JOB REQUIREMENTS:** The successful applicant must be able to perform the Essential Functions and Job Requirements with or without reasonable accommodation.

**Knowledge:** This position requires knowledge of building codes, OSHA and ADA standards, plumbing, electrical wiring, carpentry, boiler and cooling systems, and lawn and shrub maintenance.

**Skills:** This position requires skills in facility maintenance and repair; basic computer skills and basic knowledge of budgeting.

**Abilities:** This position requires the ability to: work unsupervised; prioritize tasks; be on call; be safety conscious; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

**EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School Diploma.
- Low pressure boiler's license required.
- Five or more years' experience in building maintenance preferred.
- Must possess a valid Montana state driver's license.

**JOB PERFORMANCE STANDARDS**

- Performs assigned duties.
- Competently performs maintenance and repairs of courthouse, annex, Sheriff's office and detention center.
- Effectively maintains heating, electrical, plumbing and cooling systems.
- Assures contractor compliance with project specifications and codes.
- Capable prepares and monitors annual department budget.

- Capably operates and maintains lawn equipment.
- Provides for safe environment of buildings and grounds.
- Maintains accurate and timely records.
- Deals tactfully and courteously with public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and public.