



**HILL COUNTY**  
**JOB POSTING/ DESCRIPTION**  
**November 6, 2023**

**Job Title:** Building Manager

**Department:** Buildings

**Type:** (1) Full-time (40 hrs/wk)

**Accountable To:** County Commissioners

**Wage:** \$23.36 hourly

**Job Overview:** Maintains buildings and grounds for the physical plant operation of the county courthouse, annex building, detention center, Sheriff's office. The Building Manager will assist in troubleshooting maintenance issues at the Havre Senior Center. This position performs technical duties in the maintenance of facilities. Must be able to perform mechanical repairs of electrical, heating and plumbing systems. Must be available for after-hour calls. Position works indoors and outdoors. Hazards of position include working with boiler, acid base cleaners, electricity, and working with herbicides and pesticides.

**Essential Functions (Major Duties or Responsibilities):** 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; snow removal; read blueprints; read and understand technical data; climb ladders; maintain lawns; replace ceiling lights; maintain department budgeting and records.

**Knowledge, Skills and Abilities:** 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 available for after-hour phone calls; 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.

**Minimum Qualifications (Education and Experience):** The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

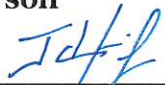

- --A High School Diploma.
- --(Class 3) Low pressure boiler's license required. Must obtain within 1<sup>st</sup> year of hire.
- --Five or more years' experience in building maintenance preferred.
- --Must possess a valid Montana state driver's license.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. Other duties may be needed or assigned.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete. It also constitutes notification of the job vacancy to the Hill County Commissioners to allow posting of this position.

**Commissioner's Review:**

<b>Mark Peterson</b>	<b>Title</b>	<b>Date</b>
	Commissioner	11-6-2023
<b>Jacob Strissel</b>	<b>Title</b>	<b>Date</b>
	Commissioner	11-6-2023
<b>Sheri Williams</b>	<b>Title</b>	<b>Date</b>


**Human Resources Review**

**Step: 1**                      **Grade: 15**                      **Rate of Pay: \$23.36 per hour**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- FLSA Exempt                       FLSA Non-Exempt
- Appointed                       Elected

**Human Resources:**

	Human Resources	11.6.2023
<b>Brittany L Stygles</b>	<b>Title</b>	<b>Date</b>

**HILL COUNTY**  
**POSITION DESCRIPTION**  
**OCTOBER 2023**

**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. Building Manager will assist in troubleshooting maintenance issues at the Havre Senior Center.

**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. Must be available for after-hour calls. 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.

**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; snow removal; 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, snow removal equipment 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 by the Hill County Commissioners

**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 available for after-hour phone calls; 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.

--(Class 3) Low pressure boiler's license required. Must obtain within 1<sup>st</sup> year of hire.

--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 & snow 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.