



MORRISON COUNTY

JOB DESCRIPTION

Job Title: Facilities Manager
Department: County Administration
Classification: Grade 12
Reports to: County Administrator
Supervises: Yes
Normal business hours: Monday – Friday, 8:00 AM – 4:30 PM
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 01/2025

Nature of Work:

This position is responsible for planning, organizing, developing and directing of the maintenance of mechanical and life safety systems- of the Government Center; preparing the budget for Maintenance, the building fund, long range equipment and building updates or replacement of equipment; and directs the Facilities operator and Housekeeping staff and outside vendors in keeping our facilities as a clean well-run operation

Communicates with:

Internally – All staff.

Externally – Vendors and public.

Supervision:

6-7 employees

Telecommute:

Not available

Essential Work Functions:

- Directs Facilities Operator staff seasonal Maintenance Technicians and custodial staff, which involves the following direct and indirect, responsibilities for staffing, training, motivating, performance appraisal, developing goals and procedures to ensure achievement- of goals. Maintains safe working conditions and practices. Monitors department personnel to assure that he/she is following the established safety policies and training.
- Ensures all personnel attends and participates in all training programs established by Morrison County, OSHA, Federal and State guidelines. Schedules personnel work assignments and maintenance schedules to expedite work. Ensures that all mechanical systems of the Government Center building are maintained in good working order and a clean and safe manner.
- Make daily rounds to assess and re-evaluate maintenance priorities. Ensures that a stock level of maintenance supplies and equipment is maintained and ordered when necessary. Ensures all sidewalks, curbs and Parking lots follow local ordinance and state guidelines.
- Lead staff person overseeing and managing vendors and contractors on all remodeling and new construction for all small to medium sized projects within the Government Center. Works closely as primary facilities contact with Architect, mechanical engineer, and Construction Manager on all aspects of mechanical, life safety, and HVAC System changes on all large sized remodeling and new construction projects within the Government Center.
- Performs mechanical systems maintenance functions that are split between operation, maintenance, and routine repairs of mechanical, life safety, DDC controls, and computerized systems.
- Operates, maintains, and conducts routine repairs on life safety systems, including fire alarm panels and devices, smoke compartments and panels, sprinkler systems, and personal safety alarms on an as needed basis.

Conducts routine repairs on all mechanical systems including air handlers, air conditioning units, heating and cooling pumps, generators, humidifiers, plumbing, electronic locks on an as need basis.

- Performs general maintenance functions including repairs and maintenance of office equipment, building boilers, jail doors, locks, and kitchen equipment and other maintenance equipment.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires two years of formal training in tech or associate's degree.
- Three (3) years of experience required.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN Driver's License.
- Second Class Engineers Grade C Boiler's License
- Understanding of the organization's goals and objectives.
- Good interpersonal skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Excellent organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Ability to effectively supervise staff.
- Demonstrate initiative and excellent problem-solving skills.
- Demonstrate an ability to effectively handle a wide variety of projects and problems in an effective and professional manner.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%-74%	75% or more
Office environment		X		
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Heavy (Over 60 pounds of force)		X		
Challenging or threatening behaviors		X		
Hazardous physical conditions			X	
Atmospheric Conditions		X		
Travel		X		
Hazardous materials		X		
Extreme temperatures			X	

Environmental		X		
Work with high detail/deadlines				X

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____