COUNTY OF NEWBERRY

COURTHOUSE ANNEX, COLLEGE STREET

POST OFFICE BOX 156

NEWBERRY, SOUTH CAROLINA 29108

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***Dreams & Teams for Newberry County***

**VACANCY ANNOUNCEMENT**

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**POSTING DATE: 7-7-2022**

**DIVISION:** Administration

**JOB LOCATION:** Newberry County Facilities Maintenance & Public Works Office

**POSITION:** **Facilities Manager**

**HOURS WORKED PER WEEK:** Regular Full-time, 40 hours per week

**CONTACT PERSON:** Debbie Peake, Director of Human Resources (803) 321-2100

# Position Description: Manages the daily operations including but not limited to repair, replacement and maintenance of buildings and equipment for the county. Responsible for planning, installing, configuring, maintenance, troubleshooting of equipment or office layout. Serves as property manager and facilitates rental agreements.

**Minimum Training & Experience**

* Knowledge of fundamental building codes.
* Ability to prepare a rental agreement.
* Knowledge of safety practices relevant to the area of employment.
* Knowledge of the concepts and techniques of on-the-job training.
* Ability to keep accurate written records.
* Ability to communicate effectively.
* Ability to prioritize and make the optimal use of personnel, materials and equipment.
* Ability to develop procedures and define actions for specific situations.
* Ability to plan, direct and review the work of subordinates.
* Knowledge of safety practices relevant to the area of employment.
* Knowledge of tools, equipment, materials and supplies used in the designated trade(s).
* Knowledge of techniques, methods, requirements, and practices used in the designated trade(s).
* Skill in the use of various trade tools and equipment.
* Skill in making emergency and general repairs and adjustments to equipment used in building and maintenance work.
* Ability to comprehend blueprints, plans and specifications.
* Ability to understand and follow instructions.

# Minimum Education Requirements

* Associate degree with at least 2 years of related experience or 5 years of project management experience.
* Property management experience preferred.

**GENERAL INSTRUCTIONS:** This position will be open until filled. Newberry County Employment Applications may be obtained by visiting [www.newberrycounty.net](http://www.newberrycounty.net). **A resume may be included but will not be accepted in lieu of a Newberry County Employment Application. Newberry County conducts background checks and tests for the use of illegal substances.**

# THE COUNTY OF NEWBERRY IS AN EQUAL OPPORTUNITY EMPLOYER

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