

## BUILDING & GROUNDS DIRECTOR

Lincoln County, North Platte, Nebraska, is accepting applications for the Director of Building and Grounds. Working supervisor position to include supervising janitorial and maintenance positions; in charge of building renovation and upkeep; responsible for the upkeep of building security devices for buildings owned by Lincoln County. Salary range of \$24.00-\$33.00 per hour depending on experience, based on a 40 hour work week. Excellent benefit package included with full time position. Applicant will be subjected to a background check. Persons interested in applying may obtain application and detailed job description from the County's website at [www.lincolncountyne.gov](http://www.lincolncountyne.gov) or :Lincoln County Clerk's Office, 301 North Jeffers, North Platte, NE 69101,(308)534-4350 ext. 113.

Please submit job application and resume to Lincoln County Commissioners, Attn: Tammy White 301 North Jeffers, North Platte, 69101 by January 31, 2023 at 4:00 p.m.

Lincoln County EOE/AA

All proposals should be in a separate, sealed envelope  
and marked

"BUILDING & GROUNDS DIRECTOR"

**Director of Building and Grounds  
Department Head**

**DESCRIPTION OF WORK**

Under general direction of the County Board of Commissioners, directs and supervises work involving janitorial and a variety of skills and semiskilled building maintenance duties; in charge of building renovation, performs maintenance and upkeep; repairs and maintain equipment; responsible for the upkeep of building security devices for buildings owned by Lincoln County. This is a working director position which will be required to work enough hours to fulfill the essential job functions. This could entail more than 40 hours a week and additional functions as directed by the Board of Commissioners. Director will supervise day and afternoon/evening shifts as necessary to ensure proper building maintenance.

**ESSENTIAL JOB FUNCTIONS**

Plans, organizes, schedules, and supervises the work of custodial and maintenance workers engaged in keeping buildings, adjacent grounds, and equipment in an orderly condition; supervises a variety of tasks in plumbing, electrical and carpentry repairs and installations; makes scheduled tours to inspect custodial and maintenance work performed; prepares time cards and other clerical records; prepares and reviews budget; maintains and repairs equipment; supervises the grounds for watering, mowing, trimming and landscaping; directs the operation and maintenance of plumbing, heating , and air conditioning systems and other mechanical equipment; orders, purchases, issues and supervises proper use of supplies and equipment; trains, schedules and supervises custodians and facilities maintenance workers; performs evaluation of employee performance; performs related duties as required.

Oversee all personnel activities including hiring, evaluating, and disciplining employees; review and approve/deny personnel actions related to promotions, merit increases or salary increases; review and approve payroll, major purchase, and other administrative personnel and financial activities, notwithstanding budget is subject to approval by County Board.

Performs maintenance duties that requires ability, knowledge, and experience in using power tools and custodial equipment. Director will be required to work hours necessary for snow removal or other weather related issues to ensure the safety of employees and public utilizing all Lincoln County buildings and properties.

**QUALIFICATIONS**

Knowledge of methods, materials and equipment used for the cleaning and maintenance of buildings and grounds; thorough knowledge of the hazards involved and the safety precautions needed in custodial and ground maintenance work; knowledge of mechanical equipment and materials, tools and techniques of building and equipment maintenance and repair; ability to schedule, assign, plan, and supervise the work of subordinates; ability to establish and maintain effective working relationships with staff, officials, and the public; ability to understand, follow and communicate through oral and written instructions; ability to operate

computer, calculator, power tools and custodial equipment. Also perform maintenance duties that require ability and knowledge and experience with power tools, custodial and repair equipment when required. Director must be a self-starter and be able to recognize maintenance or mechanical issues.

PHYSICAL REQUIREMENTS:

- \*Able to stand and sit for long periods of time
- \*Able to lift 75 pounds occasionally
- \*Climb ladders
- \*Operate a motor vehicle

TRAINING AND EXPERIENCE

Any combination of education and experience equivalent to completion of high school and three (3) years of custodial, building repair and mechanical maintenance work. Specialized training in custodial and maintenance subjects is desirable. Experience in boiler maintenance and/or HVAC systems is desired but not required.

Lincoln County 1/2023