



Montana Association of Counties

Serving Montana Counties Since 1909

2715 SKYWAY DRIVE, SUITE A, HELENA, MT 59602
(406) 449-4360 Fax (406) 442-5238
www.mtcounties.org

POSITION DESCRIPTION

Facilities Director

POSITION TITLE	Facilities Director
DEPARTMENT/DIVISION	MACo Administration
FTE STATUS	0.25 FTE - Part Time Permanent
FLSA DESIGNATION	Non-Exempt
REPORTS TO	MACo Executive Director
SUPERVISION EXERCISED	N/A

POSITION SUMMARY

This position performs custodial services, and building and ground maintenance, for the Association's facilities. Employees assigned to this position must be able to perform responsibilities with minimal supervision. This position has general contact with MACo employees and members, outside contractors and vendors, and the public

ESSENTIAL FUNCTIONS

These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.

Note: The essential functions and/or duties of this position may not be delegated or assigned to any non-MACo employees without the prior written consent of the MACo Executive Director

- Perform daily custodial functions, including emptying trash and cleaning restrooms; perform additional cleaning as needed weekly, including vacuuming and dusting;
- Perform maintenance of building lighting, including minor electrical repairs, such as changing defective switches, outlets, light bulbs and light fixture ballasts;
- Perform light plumbing duties, such as repair/replace defective fixtures including faucets and washers;
- Use and maintain power equipment and hand tools to maintain the lawn and grounds, and to keep sidewalks free of ice/snow during winter months;
- Catalogue general wear on building and building components and make recommendations for upkeep items in alignment with financial feasibility and a professional and safe working environment;
- Work with contractors and outside vendors as needed;
- Respond to questions and requests for maintenance in a courteous and timely manner;
- Communicate and coordinate regularly with others to maximize the efficiency and effectiveness of operations and activities;
- Keep immediate supervisor and designated others fully and accurately informed concerning work progress in prominent areas including present and potential work problems, and offer suggestions for new or improved ways of addressing such problems;
- Perform other directly related duties consistent with the role and function of the classification.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of custodial methods, practices, and procedures;
- Knowledge of basic electrical and plumbing operations;

- Knowledge of building and grounds maintenance methods, practices and procedures including, but not limited to drywall repair, painting, sprinkler systems and lawn care;
- Skill in basic repair functions, including plumbing and electrical, small engine maintenance including summer and winterization and repair, and basic carpentry;
- Skill in troubleshooting building systems to identify problems and relate information to outside contractors as needed;
- Ability to maintain a high level of cleaning standards with the goal of a consistent sanitary and pleasant work environment;
- Ability to maintain confidentiality of documents and information that may be viewed and encountered in the normal course of work;
- Ability to work with minimal supervision, and be flexible to respond in a timely manner to unanticipated needs;
- Ability to establish and maintain effective working relationships with employees, department heads, elected officials, and the public;
- Ability to use good judgment and discretion when providing information and dealing with members, staff, contractors, vendors, and the public;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written instructions, policies, and procedures;
- Ability to apply ingenuity and inventiveness, and to use logical and creative thought processes, to develop solutions to complex problems in the performance of assigned tasks;
- Ability and willingness to learn quickly and put new skills and knowledge brought about by rapidly changing information and/or technology to use;

REQUIRED EDUCATION & EXPERIENCE

- A high school diploma or equivalent; and
- One to two years of increasingly responsible custodial and maintenance experience with a working knowledge of custodial and maintenance methods, including basic electrical and plumbing; or
- Any equivalent combination of education, experience, and training which provides the knowledge, skills and abilities necessary to perform the required essential functions of the position.

REQUIRED SPECIAL QUALIFICATIONS

- Must possess a valid Montana driver's license
- Must possess reliable personal transportation
- Ability to be insured and/or bonded, if required

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

MACo is an equal opportunity employer. MACo shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- The employee is constantly required to use hands to operate general maintenance and power equipment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

- The employee is infrequently required to lift and/or move up to 50 pounds without assistance.
- Employee may be required to perform repairs and/or inspections, which involve climbing and/or the use of ladders.
- During the course of work, employee may be exposed to extreme weather, loud noises and/or high temperatures, hazardous chemicals, noxious substances, pesticides and/or harsh or caustic materials, cleaning agents, or elements that may cause minor burns or injuries.
- Employee may be required to walk over uneven terrain.
- Employee is required to operate power tools and/or equipment.

FLSA DESIGNATION STATEMENT

This position is non-exempt and is entitled to the minimum wage and overtime pay protections of the Fair Labor Standards Act, as the primary duties do not meet the duties tests for exemption as an Administrative, Professional or Executive Employee.

This position description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalogue each individual duty; MACo employees are routinely called upon to address emerging member requirements in alignment with individual work units and assignments of positions. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.