

**WORTH COUNTY, IOWA
JOB DESCRIPTION**

POSITION: Facilities Maintenance Coordinator

REPORTS TO: Board of Supervisors and Auditor

DEPARTMENT: General Services

EFFECTIVE DATE: 07/01/2026

REVISION DATE: May 2026

GENERAL SUMMARY

Under general direction of the Board of Supervisors and Auditor, the Facilities Maintenance Coordinator recommends, plans and coordinates activities concerned with the design, construction, modification and maintenance of County owned facilities including the Courthouse, Public Health/EMA/VA Building, Treasurer's Building, Conservation Building, Secondary Roads/Conservation Office, Secondary Roads Maintenance Facility and any future buildings. Supervises and assists workers engaged in maintaining physical structures of the buildings and upkeep of grounds.

ESSENTIAL JOB DUTIES

- Supervise janitorial and maintenance staff according to Worth County policies and applicable laws and regulations. Responsibilities may include, but are not limited to:
 - Interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; administering discipline; addressing complaints and resolving problems.
- Plan and direct janitorial and maintenance staff and worksite contractors to ensure appropriate levels of work performance, assign work orders, tasks and projects, and establish schedules that reflect labor hour requirements for completion of job.
- Manages maintenance of County-acquired properties by directing and establishing proactive approaches with:
 - Inspecting facilities and equipment to determine needed installations, repairs or services.
 - Coordinating regulation requirements or new designs
 - Analyzing and maintaining schedules for equipment and machinery and recommending repairs or replacements when necessary.
- Manages facility and maintenance projects by:
 - Planning, budgeting and scheduling facility modifications, including contacting vendors for cost estimates for supplies, equipment and out-sourced services, sending/receiving bid sheets, reviewing layouts and recommending bid approvals and contracts.
 - Manages and inspects work of contractors and agencies for conformance to blueprints, specifications and standards, ensuring a cost-effective solution to Worth County facility needs.
- Keeps accurate records and reports of maintenance and work done on mechanical equipment including, but not limited to:
 - Elevator – State and maintenance
 - Boiler – State
 - Fire Alarm – Maintenance & responsible to receive the call from the Fire Alarm Company if there is an alarm sounding.
 - Fire Extinguishers – Annual Maintenance and Monthly safety inspections including emergency lighting, building and grounds.
 - First Aid Kits - Annual
- Completes and/or coordinates repair of heating, cooling, plumbing and electrical systems, fire alarm systems, elevator and ground maintenance such as lawn mowing, maintaining landscaping and removing snow with concurrence from the Board of Supervisors.
- Completes and/or coordinates the housekeeping and cleaning functions of County-occupied buildings.
- Ensures policies and procedures follow Federal and State law, local ordinances and safety regulations.
- Establishes and maintains good communication with progress and details of projects, responds to questions and complaints from the public.
- Assists County Auditor in developing and maintaining annual General Services Budget that is accurate and continually monitors revenues and expenses in accordance with Board of Supervisor goals.
- Attend all department meetings to communicate status and goals of the department as well as understand and assess the needs of other departments within the County.
- Purchasing/Managing of inventory of custodial supplies.
- Comply with HIPAA regulations and guidelines and follow strict confidentiality standards also NIMS training, Protocol for Suspicious Substance training and Safety Training.
- Other duties as assigned.

QUALIFICATIONS

- High school diploma or GED. Graduation from an accredited college, university, community college or technical school is preferred.
- Construction and technical experience are preferred.
- General carpentry skills, janitorial, housekeeping and grounds maintenance or a combination of education and experience.
- Minimum of two years of supervision or project management experience.
- Have taken boiler schooling or be willing to do so.
- Valid Iowa driver's license and be insurable under Worth County's guidelines.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Knowledge of the practices, processes, materials and equipment used in the maintenance, repair, construction and improvement of public buildings and grounds.
- Knowledge of building codes.
- Knowledge of institutional plumbing, electrical, mechanical and HVAC system installation, maintenance and repair.
- Budget planning, preparation and monitoring.
- Must be capable of regular and predictable attendance to perform assigned tasks and responsibilities.
- Demonstrate safe working habits and knowledge of safety policies, procedures and practices.
- Demonstrate principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, employee training and discipline.
- Develop skills in planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work involved.
- Knowledge and experience assisting in budget preparation and accountability.
- Providing customer service in the most cost-effective and efficient manner.
- Must have good communication skills including the ability to communicate effectively with the public, elected officials, department heads, internal and external customers/inspectors and vendors.
- Must be able to read and interpret manuals, correspondence from other elected officials, department heads, inspectors and invoices from vendors.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Position requires frequent ability to stand, walk, sit, reach with hands and arms, push and/or pull, climb or balance and talk or hear.
- Position requires frequent use of hands to finger, handle or feel and ability to stoop, kneel, crouch or crawl.
- Work is performed indoors and outdoors at various County facilities, including office and public settings. May be exposed to hot and cold temperatures and various outside weather conditions.
- Position requires the operation of power equipment, lawn care machinery such as hand and riding mowers, and hand tools.
- Work performed includes moderate exposure to dirt, dust, fumes, unpleasant odors and chemicals used for cleaning and sanitizing.
- Frequent lifting equipment and supplies up to 80 pounds.
- The noise level ranges from quiet to moderate.
- Work schedule is at least 40 hours per week scheduled on a regular basis with weekend or evening hours if necessary.

1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. The County supports, encourages and expects all employees to take part in training and skill development opportunities that apply to their primary job.
5. The County reserves the right to change or reassign job duties or combine positions at any time.