


**JOB DESCRIPTION**

<p>County of York</p>  <p>Human Resources</p>	<p><b>FACILITY OPERATIONS SPECIALIST</b></p> <p><b>Status:</b> Full-Time</p> <p><b>FLSA:</b> Non-Exempt (40 hrs. week)</p> <p><b>Salary:</b> \$25 - \$30.00 hour</p> <p><b>Union:</b> Non-Union</p> <p><b>Reports to:</b> Facilities Manager</p>
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**JOB SUMMARY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

The FACILITIES OPERATIONS SPECIALIST is responsible for monitoring and maintaining important County machinery, mechanical functions and infrastructure so that they perform optimally and safely as well as for performing ground maintenance and landscape enhancement services. The Facilities Operations Specialist is also responsible for the upkeep and maintenance of all exterior county properties to ensure all grounds meet minimum standards for safety and efficiency.

**Scope**

Facilities Operations Specialist reports to the Facilities Manager and cares for County major maintenance systems, mechanical functions, grounds, and related equipment. The performance of these responsibilities will help to ensure their continuous operational ability as well as the enhancing the appearance, safety and security of the exterior of County facilities and the surrounds grounds with the goal of creating and maintaining County environments that are both aesthetically pleasing and functional. This will require a flexible working schedule.

**SUPERVISION RECEIVED AND EXERCISE**

Works under the general supervision of the Facilities Manager who provides guidance on technical matters, and who reviews completed work assignments for conformance with established rules, regulations, and state laws.

There are no supervisory responsibilities with this position.

## ESSENTIAL DUTIES

1. Monitor and inspect multi-faceted machinery throughout the county campus to ensure all equipment is in good working order and ensure safe operations.
  - Provide regular inspections to ensure any machinery is in good order.
  - Backflow device inspections as required by the water utility.
  - Maintain septic grinder building and Fuji Clean units as trained.
  - Perform simple maintenance and repairs as needed on machinery and equipment to prevent malfunctions.
  - Maintain facility fencing and screen materials installed at county campus locations.
  - Liaison with approved vendors to complete complex repairs or upgrades.
  - Conduct safety reviews and maintain safety standards to ensure adherence to all safety and environmental regulations, ensuring a safe and clean work area.
  - Document operational data, conditions, and maintenance activities in logs.
  - Communicate all abnormalities to appropriate supervisors.
  
2. Care for all external grounds and associated machinery to ensure they are maintained in a safe and healthy manner.
  - Mowing all county owned lawns.
  - Weeding and maintaining all flower beds to include replacing mulch annually and planting new plants as needed.
  - Disinfects landscape areas with insecticides and other necessary chemicals to ensure it is safe for the employees and the public.
  - Prunes and trims trees and bushes include the use of a chainsaw and related tools.
  - Removes weeds and deeds plants within the landscape.
  - Plants new decorative flowers and other ornamental plants using fertilizer and plant friendly chemicals.
  - Maintaining roadways and access areas by sweeping debris, removing trash and ensuring visibility by removing obstacles to include trees, branches, snow etc.
  - Maintain gravel driveways and access areas.
  - Shovel and salt all walkways to maintain safe passage.
  - Snow removal to include plowing and snow removal as assigned.
  - Maintain irrigation systems including annual set-up programming and repairs.
  - Clean, wash and maintain ground maintenance equipment and vehicle.
  - Perform and/or report minor maintenance repairs regarding ground maintenance.
  
3. Maintain storage areas of equipment, materials and supplies in a safe and orderly manner to ensure the safety of staff and the public.
  - Secure storage areas.
  - Maintain an adequate quantity of materials and supplies and restock as necessary.
  - Handle backstock and warehouse duties for county supplies and machinery.
  - Make note of the need for equipment repairs.

4. Perform other related duties as assigned.
  - All other special project assignments related to the proper upkeep and maintenance of county grounds and plant operations as assigned and supervised by the Facilities Manager.

<b>KNOWLEDGE SKILLS &amp; ABILITIES</b>
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The Facilities Operations Specialist will understand general machine operations and ground maintenance procedures. Will have basic knowledge of related monitoring devices, equipment alarm systems, chemicals, products and equipment utilized for all facets of the position. This person must possess a working knowledge of the Workplace Hazardous Materials Information System and applicable OSHA requirements. Be able to read and understand labels and instructions, particularly on the use and application of chemicals and products. The individual must be self-motivated and have the ability to work with minimal supervision.

The Facilities Operations Specialist will possess the following skills and abilities:

**Technical**

- Equipment Operation – Proficiency in operating and maintaining mechanical infrastructure, machinery and equipment.
- Troubleshooting – Ability to diagnose and resolve mechanical issues quickly.
- Safety Compliance – Understanding and adhering to safety regulations and protocols.
- Technical Documentation – Ability to read and interpret technical manuals and schematics.
- Quality Control – Ensuring products meet quality standards through regular inspections.

**Interpersonal Skills**

- Communication – Clear and effective communication with team members and supervisors.
- Teamwork – Collaborating efficiently with others to achieve common goals.
- Problem-solving – Identifying and resolving issues that arise during operations.
- Adaptability – Adjusting to new procedures, technologies, and unexpected changes.
- Attention to Detail – Maintaining precision in all tasks to ensure smooth operations.

**Knowledge and Experience**

- Equipment Operation(s) – Gauges, computer screens, mowing and landscape maintenance equipment, snow removal equipment, basic hand tools to include but not limited to hammers, drills, saws, etc.

Qualified candidates will have effective verbal and listening communication skills, good time management, ability to multi-task, ability to pick up and carry 65 pounds, utilization of power tools, climb ladders and stairs, stand for prolonged periods of time and ability to work outdoors, including under adverse weather conditions and extreme temperatures.

Knowledge on how to structure different inspection schedules and the elements involved in the development of various types of landscapes.

Ability to solve problems and create solutions for landscaping design and maintenance issues.

Ability to work primarily independently but also to be able to work collaboratively with other members of the facilities team and/or vendors as needed.

### **Employee Safety**

This employee is responsible for the use of safety devices and protective equipment to minimize the frequency and severity of work-related accidents. The employee is responsible for using safe practices and methods in the operation and supplies related to their job.

## **EDUCATION, TRAINING & EXPERIENCE**

- High School Diploma or Equivalent required.
- Valid Driver's License required.
- 3+ years' experience in ground maintenance and/or landscaping preferred.
- 2+ years' experience in plant operations preferred.
- Effective communication skills both orally and written.
- Good customer service skills

## **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Interested **Internal** and **External** candidates must submit a resume and/or application with qualifications to:

York County Human Resources

Attn: Linda Corliss

45 Kennebunk Road, Alfred, ME 04002

Or via email: [hr@yorkcountymaine.gov](mailto:hr@yorkcountymaine.gov)

Physical Address: 149 Jordan Springs Road, Alfred, ME 04002

York County applications can be downloaded from: [yorkcountymaine.gov/careers](http://yorkcountymaine.gov/careers)

**Deadline: This posting will remain open until a qualified candidate is selected.**

York County Government is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status.