



MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	Building Maintenance & Construction	JOB GRADE:	19
JOB TITLE:	Director	BI-WEEKLY SALARY:	\$4,031.42-5,077.06
LOCATION:	19665 Airport Parkway Conroe, TX 77303	CIVIL SERVICE:	No
SHIFT HOURS:	Monday-Friday (8:00am-5:00pm)		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 539 - 7886	FAX:	(936) 788-8396
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	Monday - Friday 8:00am - 5:00 pm (Friday: Closed from 12:00pm - 1:00pm)		

Education, Experience and Skill Requirements

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| <ul style="list-style-type: none"> High School Diploma Certifications Asbestos Management Planner Course & Annual Refresher Course Asbestos Inspector Course & Annual Refresher Course Auto-Cad Tools, equipment and machinery are not frequently used in this position, a working knowledge of each is required in order to effectively direct staff. | <ul style="list-style-type: none"> Minimum of 10 years of supervisory/management experience supplemented with the knowledge of building trades including electrical, HVAC, plumbing, carpentry, painting, etc. Knowledge of office related products, such as typewriter, calculator, copy machines, basic computer operations, etc. Intermediate or advanced level operation of multiple types of machinery and/or equipment. |
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Primary Job Duties

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| <ul style="list-style-type: none"> Coordinate and supervise the county asbestos O & M program Inspect county buildings for mechanical breakdowns, building repairs, remodel projects, etc. Provide guidance and directions to subordinate staff pertaining to sequence and priority of work to be performed and methods and procedures utilized. Coordinates with other departments to provide minimum disruption to their department while doing remodel jobs. Reads and interprets specifications, plans and blueprints for construction and remodeling projects and makes recommendations prior to and during construction. Analyze problems and situations and develop and implement solutions. Prepares, administers, reviews and monitors budget expenditures. Plans and organizes building facilities projects for maintenance, remodeling or construction. Responds 24/7 to calls, including emergency situations, evaluating building damage and taking necessary steps to protect county property. Maintain confidential data and information for County, Department and Staff. Establish and maintain cooperative working relationships with those contacted in the course of work including official, management staff, employees, contractors, vendors, etc. Establish and maintain cooperative working relationships with those contacted in the course of work including officials, management staff, employees, contractors, vendors, etc. | <ul style="list-style-type: none"> Job estimating for new construction and remodeling. Help prepare drawings for remodeling projects. Instruct maintenance staff on correct repair, construction, and maintenance procedures in order to provide consistent, smooth and accurate operation of the department and facilities. Supervise independent contractors working in various facilities in order to ensure that contracted projects are completed correctly. Review construction and related documents to ensure existing building systems are protected and installed in accordance with construction drawings. Participates in pre-bid and pre-proposal meetings and issues pre-construction work orders. Coordinates personnel, conducts interviews, prepares documentation for disciplinary actions, monitors payroll administration. Researches, compiles and analyzes data for special projects and various reports. Investigates and reports all accidents and injuries within the department in order to determine effective and corrective measures. Recommends promotion, transfer or termination of employees. Authorizes overtime and/or time off for building maintenance staff. Maintain confidential data and information of County, Department and Staff. Maintain confidential data and information for County, Department and Staff. Establish and maintain cooperative working relationships with those contacted in the course of work including officials, management staff, employees, contractors, vendors, etc. |
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After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	510-9517-1	Requisition No:	2618
Date Posted:	04-30-2018	Equal Employment Opportunity Employer	

