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BUILDING & GROUNDS MANAGER
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPT MILITARY AFFAIRS AND PUBLIC SAFETY
REGIONAL JAIL & CORRECTIONAL FACILITY
SOUTH CENTRAL REGIONAL JAIL
KANAWHA

SCHEDULE: ROTATING SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER LIMITED SUPERVISION, AT THE ADVANCED LEVEL, PERFORMS MANAGERIAL WORK FOR THE SOUTHERN PART OF WEST VIRGINIA IN ANALYZING AGENCY BUILDING AND GROUNDS REQUIREMENTS AND RECOMMENDING TO MANAGEMENT IMPROVEMENTS, RENOVATIONS AND EFFICIENT SPACE USAGE. RESPONSIBLE FOR PROVIDING MANAGEMENT WITH AN EFFECTIVE OVERVIEW OF EXISTING BUILDINGS AND GROUNDS CONDITIONS AND RECOMMENDATIONS TO IMPROVE ANY DEFICIENCIES. INCUMBENT WILL BE RESPONSIBLE FOR COORDINATING MAINTENANCE ACTIVITIES WITH FISCAL AND PROCUREMENT OFFICERS TO SET AND WORK WITHIN MAINTENANCE BUDGET CONSTRAINTS AT VARIOUS FACILITIES. THE OVERALL COORDINATION AND RESPONSIBILITY OF REPAIR AND UPKEEP OF REGIONAL JAIL AUTHORITY PROPERTY IS PERFORMED THROUGH EFFECTIVE MANAGEMENT OF CONTRACTED CONSTRUCTION AND PREVENTIVE MAINTENANCE ACTIVITIES. AUTHORIZES AND COORDINATES PURCHASES FOR PREVENTIVE MAINTENANCE PURPOSES. OVERSEES AND DIRECTS THE OPERATIONS OF MAINTAINING, REPAIRING, AND RENOVATING STATE PROPERTY. RECOMMENDS ALTERATIONS AND RENOVATIONS TO EXISTING STRUCTURES. ENSURES THE AUTHORITY'S CONFORMANCE TO STATE BUILDING CODES AND SAFETY AND FIRE REGULATIONS. ESTABLISHES MAINTENANCE AND REPAIR PROCEDURES TO BE USED BY ALL BUILDING MAINTENANCE PERSONNEL. DETERMINES ADEQUACY OF AND MAKES RECOMMENDATIONS FOR ADDITIONAL STRUCTURAL LIGHTING HEATING AND VENTILATING EQUIPMENT. FREQUENT TRAVEL IS REQUIRED. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR EQUIVALENT.
SUBSTITUTION: ADDITIONAL EXPERIENCE AS

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DESCRIBED BELOW MAY SUBSTITUTE ON A YEAR-FOR-YEAR BASIS FOR THE REQUIRED TRAINING.

EXPERIENCE: EIGHT YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BUILDING MAINTENANCE, BUILDING CONSTRUCTION, OR IN THE INSTALLATION AND MAINTENANCE OF BUILDING ELECTRICAL OR HEATING SYSTEMS.

SUBSTITUTION: SUCCESSFUL COMPLETION OF STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY IN BUILDING TRADES, OR RELATED BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE SUBSTITUTED FOR THE GENERAL EXPERIENCE ON A YEAR-FOR-YEAR BASIS UP TO TWO YEARS.

SPECIAL REQUIREMENT: SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 015 \$31,164.00 - \$57,660.00

DEADLINE: FEBRUARY 09, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
WAYNE ARMSTRONG
1325 VIRGINIA STREET, EAST
HUMAN RESOURCE MANAGER
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RJ13SCRJ08 ON APPLICATION