

MADISON COUNTY BUILDING AND OPERATIONS MANAGER

Full-time employment in the office of Madison County Building and Operations. This position is exempt and is IPERS, Medical, and Life benefits eligible position. Under general supervision of Board of Supervisors, this position will serve as the County's central point of contact for facilities operations and asset management, ensuring that all County buildings remain safe, functional and well maintained.

Visit <https://madisoncounty.iowa.gov/offices/human-resources/> for an application or contact Human Resources at 515.462.5026 or kskerik@madisoncounty.iowa.gov .
Deadline for submitting applications is Friday, May 29, 2026 at 4:00 p.m.

Send application, resume, and National Career Readiness Certificate (if available) to:
Madison County Human Resources

PO Box 152

Winterset, IA 50273

Or email: kskerik@madisoncounty.iowa.gov

Buildings & Operations Manager

Department: Buildings & Operations (formerly Buildings & Grounds)

Employment Status: Full-Time, Salaried, Exempt (Benefits & IPERS Eligible)

Reports To: Board of Supervisors

Position Summary

The County is seeking a skilled Facilities & Operations Manager to oversee and coordinate the daily operation, maintenance, and vendor-managed services of County facilities, building systems, grounds, and physical assets.

This position serves as the County's central point of contact for facilities operations and asset management, ensuring that all County buildings remain safe, functional, and well maintained. The role focuses on vendor coordination, work order management, asset inventory tracking, and overall operational readiness. The Manager exercises independent judgment in prioritizing facility needs, evaluating vendor performance, recommending service providers, developing scopes of work, coordinating emergency response efforts, assessing safety risks, and making operational recommendations that impact County facilities, budgets, and continuity of operations.

This position is also responsible for establishing and maintaining a centralized, fully digital asset inventory system for County property and equipment.

This is an exempt, primarily coordination-focused role—not a custodial, maintenance, or technical IT position—as most facility services are performed by contracted providers. The primary responsibility is administrative oversight of facilities operations, including vendors, assets, budgets, work orders, and safety readiness. Manual or hands-on tasks are incidental (generally less than 20%) and not central to the role, though occasional assistance may be required to support maintenance needs or ensure safety, access, and continuity of operations.

Key Responsibilities

Facilities Maintenance & Coordination

- Coordinate and maintain daily operations of County buildings, facilities & systems
- Ensure buildings are opened, secured, and operational according to schedules
- Monitor general facility conditions and coordinate vendor response as necessary to issues
- Support building readiness for staff, public use, and scheduled events
- Participate in vendor selection, contract negotiation support, and service level evaluation
- Develop scopes of work and recommend procurement decisions

Building Systems Maintenance & Coordination

- Coordinate, monitor, and document preventive maintenance and repair of HVAC, plumbing, electrical, boiler, and life safety systems through contracted vendors or qualified service providers. Perform hands-on work only on an incidental, temporary, or emergency basis when necessary to protect safety, access, or continuity of operations
- Monitor system issues and schedule vendor response
- Ensure preventive maintenance is completed by contracted providers
- Track service completion and system-related work orders
- Oversee access control system/policies (keys, access codes, access cards, etc.)

Vendor Oversight

- Serve as primary liaison for custodial, maintenance, and grounds vendors
- Receive, evaluate, and route facility work requests
- Monitor vendor performance, service completion and contract compliance
- Obtain quotes & insurance information

Asset Management (Digital System)

- Maintain a centralized digital asset inventory system (paperless)
- Track County systems, equipment, furniture, and any other assigned assets
- Maintain accurate records for audit, insurance, and budgeting support
- Coordinate asset issuance, transfer, and retirement
- Maintain, manage & provide materials as needed for the Master Gardeners

Work Order Coordination & Employee support

- Serve as central intake for facility-related service requests
- Prioritize and route work to either self or to vendors and appropriate service providers
- Track completion and follow up on outstanding issues
- Mail/shipping/deliveries

Equipment Coordination (Basic IT Hardware Handling)

- Maintain inventory of basic County-issued equipment (computers, monitors, peripherals)
- Physically distribute and track equipment between departments
- Coordinate with IT vendor for setup and activation
- Maintain accurate asset assignment records

Budget & Operational Support

- Assist with tracking facilities-related capital and operational expenditures
- Support invoice review for accuracy and service confirmation
- Prepare annual budget preparation for the department
- Monitor general cost and usage trends

Emergency & Safety Response

- Respond to urgent facility issues including HVAC failure, flooding, electrical issues, and life safety alarms
- Coordinate vendor response during emergencies as necessary
- Provide after-hours response when required
- Perform limited interim actions only for safety or continuity until vendors respond, if applicable

Grounds & Exterior Safety

- Oversee contracted grounds maintenance and snow removal services
- Inspect exterior conditions and determine appropriate corrective actions
- Ensure compliance with safety standards and contractual obligations

Interim Safety Response (When Vendors Are Not Immediately Available):

- Perform limited temporary safety actions such as:
 - Snow and ice removal from entrances and walkways
 - Application of de-icing materials
 - Clearing immediate access hazards
 - Addressing slip or obstruction risks

Public Use & Seasonal Support Tasks

- Assist with facility preparation and clean-up for elections, events, and other County operations

- Provide routine or seasonal readiness such as lighting maintenance, decorating the courthouse for the holidays, cleaning of globes, removal of bird's nests and droppings, power washing salt off horizontal surface post-ice season

Reporting

- Maintain records of facility activity, vendor performance, and asset inventory
- Provide routine updates to the Board of Supervisors
- Support documentation for audits and compliance with contracts, scopes of work, and any change orders

Minimum Qualifications

Required:

- 3–5 years of experience in facilities coordination, operations, or maintenance
- Basic understanding of building systems (HVAC, electrical, plumbing, life safety)
- Experience working with vendors or contracted service providers
- Experience maintaining inventory or asset tracking systems
- Experience with computer software including but not limited to Microsoft Word, Excel, and Outlook and other software as necessary
- Knowledge of applicable local, state and federal ordinances, codes and laws, as well as OSHA and FLSA
- Demonstrated ability to exercise independent judgment in operational and administrative decision-making
- Strong organizational and communication skills
- Ability to manage multiple priorities independently
- Comfort working in fully digital, paperless systems
- Ability to respond to facility issues and occasional after-hours needs
- A valid unencumbered driver's license, as use of a county vehicle is required

Preferred:

- Local government or multi-building non-resident facility management experience
- Experience with work order or asset management systems
- Carpentry and painting/staining experience is a plus
- Boiler certification, other related building system certification, is a plus

Work Environment

- Reports directly to the Board of Supervisors; however much of the workload is self-driven based on the needs of the County and established policies and procedures
- Routine facility & grounds walkthroughs
- Outdoor exposure during exterior inspections, operational needs and seasonal conditions
- After-hours availability required for emergencies
- Some physical activity is required, with occasional moving of items up to 100 lbs.