



GEAUGA COUNTY BOARD OF COMMISSIONERS

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12611 Ravenwood Drive, Suite 350 • Chardon, Ohio 44024

JOB OPPORTUNITY #1901 **Posted Tuesday, October 28, 2025**

Position: **Director**
Department: Maintenance, Buildings & Grounds
Job Code: 1901
Pay Grade: E16 (Unclassified; Executive Wage Plan; Exempt from Overtime)

Definition: Under the direction of the County Administrator, the Maintenance Director is a key leadership position responsible for overseeing strategic management, operational efficiency, and long-term planning of maintenance services across all county-owned facilities and grounds. This role directs departmental goals and priorities, manages budgets, leads staff development, and ensures compliance with all regulatory and safety standards, while fostering continuous improvement and sustainability initiatives.

Key Responsibilities & Time Allocation:

30% – Strategic Leadership and Operational Oversight

- Lead and manage all aspects of maintenance operations for county-owned buildings and grounds, ensuring alignment with county goals and community needs.
- Develop and implement innovative maintenance strategies, optimize resource allocation and prioritize projects based on operational impact and long-term sustainability.
- Monitor department performance metrics, identify trends and challenges, and drive continuous process improvements to enhance service delivery.
- Foster relationships and communication with recipients of maintenance services.

30% – Team Leadership and Human Capital Management

- Provide visionary leadership to maintenance staff, including recruitment, training, performance management, and professional development.
- Establish departmental policies, work standards, and procedures to promote accountability and high-quality outcomes.
- Foster a collaborative and inclusive team culture, encouraging employee engagement and innovation.

20% – Financial Management and Budget Oversight

- Develop, administer, and monitor annual operating and capital improvement budgets, ensuring fiscal responsibility and alignment with county priorities.
- Analyze financial data to inform decision-making, control expenditures, and identify cost-saving opportunities.
- Lead procurement processes, including development of bid specifications and contractor management, to support capital projects and ongoing maintenance needs.

10% – Project Management and Capital Planning

- Oversee planning, design, and execution of renovation, expansion, and major repair projects, ensuring compliance with regulatory codes and safety standards.

- Coordinate with architects, contractors, and internal stakeholders to ensure projects meet quality, budget, and timeline expectations.
- Attend planning and progress meetings, providing expert recommendations for project adjustments as necessary.

10% – Regulatory Compliance and Risk Management

- Ensure all maintenance operations comply with federal, state, and local regulations related to safety, environmental standards, and building codes.
- Lead risk management efforts, including safety audits, emergency preparedness, and security protocols across county facilities.
- Address operational conflicts proactively, maintaining a safe and secure environment for staff and the public.

Knowledge, Skills, and Abilities

Knowledge of:

1. Advanced principles of organizational leadership, strategic planning, and change management as they apply to facility and maintenance operations.
2. Modern facility management best practices, including sustainability, energy management, and preventive maintenance programs.
3. Comprehensive human resources management, including employee engagement, talent development, and labor relations.
4. Financial management principles, including long-term capital planning, grant management, and procurement policies.
5. Federal, state, and local regulations governing workplace safety, environmental compliance, building codes, and security protocols.
6. Project management methodologies, contract negotiation, and vendor relationship management.
7. Technology systems related to facilities management (e.g., Computerized Maintenance Management Systems (CMMS), Building Automation Systems (BAS), and data analytics tools).

Skill in:

8. Leading cross-functional teams and fostering a culture of accountability, continuous improvement, and collaboration.
9. Developing, managing, and analyzing complex budgets and financial reports to optimize resource allocation.
10. Utilizing advanced software platforms for facilities management, project tracking, and performance metrics reporting.
11. Communicating complex technical information clearly and persuasively to diverse stakeholders, including elected officials, vendors, and the public.
12. Conflict resolution, negotiation, and diplomacy in high-stakes or politically sensitive environments.

Ability to:

13. Think strategically and make data-driven decisions that balance operational efficiency with long-term organizational goals.
14. Lead large-scale capital projects and renovations from concept through completion while managing risks and ensuring compliance.
15. Build and maintain strong relationships with internal departments, external agencies, contractors, and community partners.
16. Motivate, mentor, and develop staff to enhance team capabilities and succession planning.
17. Navigate and influence complex organizational structures and political environments to achieve departmental objectives.
18. Prioritize and manage multiple concurrent projects and initiatives effectively under tight deadlines.
19. Ensure the maintenance operations uphold the highest standards of safety, security, and environmental stewardship.

Suggested Training and Experience Requirements:

- Minimum requirement of a Bachelor's degree from an accredited college or university in Facilities Management, Engineering, Business Administration, Public Administration, or a closely related field.
- Minimum of 7–10 years of progressively responsible experience in facilities or maintenance management, including at least 5 years in a supervisory or leadership role managing multi-disciplinary teams and large-scale projects.
- Demonstrated experience with strategic planning, budgeting, capital project management, and contract administration in a public sector or large organizational environment.
- Proven expertise with technology systems relevant to modern facility operations, such as Computerized Maintenance Management Systems (CMMS), Building Automation Systems (BAS), and data analytics platforms.

- Working knowledge of federal, state, and local regulations governing building codes, safety, environmental compliance, and funding/grant management.
- Experience interfacing with elected officials, community stakeholders, and contractors in a leadership capacity.
- Any combination of education, certifications (e.g., Certified Facility Manager (CFM), Project Management Professional (PMP)), and experience that demonstrates the required knowledge, skills, and abilities for this leadership position.

Additional Requirements:

- Must pass (test negative) pre-employment drug test.
- May work flexible schedule based on needs of agency.
- Maintains availability on call 24 hours to respond to emergency situations.
- Must possess valid Ohio driver's license and maintain acceptable driving record.
- May drive personal vehicle for county business.
- Require vision (which may be corrected) to read small print.
- Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.
- May be required to attend periodic evening meetings and/or to travel within and out of county boundaries to attend meetings.
- Is subject to inside and outside environmental conditions.

Submit a cover letter, resume and application to the Geauga County Commissioners,
 Attn: HR Administrator#1901, 12611 Ravenwood Dr. Suite #350, Chardon, OH 44024
 or e-mail to boccjobs@Gauga.oh.gov Details and application form at:
<https://bocc.geauga.oh.gov/public-notifications/job-opportunities>