

Barnes County has a position open for Barnes County Correctional Facility Maintenance Manager.

This position will be responsible for the overall maintenance and cleanliness of the Barnes County Correctional Facility.

- Coordinates and performs all maintenance and janitorial activities of the building and grounds. This includes, but is not limited to, mechanical and electrical systems, as well as operations and maintenance/cleaning of the facility and grounds. It also includes snow removal and lawn maintenance.
- Conducts and oversees all repairs, preventative maintenance and janitorial services. Must be willing to work some non-standard hours, including weekends and evenings.
- Carries out inspections of the facility to identify and resolve issues.
- Plans and oversees all repairs and installations.
- Manages relationships with contracted service providers and other service providers.
- Ensures health and safety policies are followed.
- Keeps maintenance logs and reports on daily activities.
- Must have at least one year experience in mechanical and electrical.
- Responsible for working within the budget and keeping records.
- Must pass a background check and a drug test.

Position is open until filled. Salary is dependent upon experience and qualifications. This is a full-time position with benefits.

Applications available through ND Job Service ([www.jobsnd.com](http://www.jobsnd.com)) or Barnes County Auditor's Office, 230 4<sup>th</sup> St NW, Room 202, Valley City, ND 58072. Applications can be mailed or dropped off at Barnes County Auditor's Office.