

Posted 10/05/2026



GRANT COUNTY
— HUMAN RESOURCES —

Maintenance Manager

Grant County is recruiting a Maintenance Manager for the Facilities and Maintenance Department. This position is responsible for the overall maintenance, long and short-term facility plans, as well as preventative maintenance schedules of County facilities, grounds, and infrastructure at the Community Services building, Orchard Manor Nursing Home, Courthouse, Administration building, Unified Community Service building and Annex, Highway Shop, and Tower Sites. In addition, plan for capital improvements to ensure preservation, efficient function and safe facility environments.

Benefit Position: 80 hours bi-weekly; Monday - Friday, 8 a.m. to 4:30 p.m.

Starting Salary: \$2,817.60 bi-weekly

Minimum Qualifications

Education:

1. Four years direct related experience in managing building operations with heating, ventilation, and air conditioning (HVAC) required
2. Relevant professional certifications in i.e., CFM, HVAC, Electric, Plumbing, etc., desirable
3. Possession of a valid Wisconsin driver's license

Experience:

1. Three years' experience in the maintenance of institutional/commercial buildings, such as a school, hospital, or power plant, preferred
2. Two years supervisory experience
3. Experience and proficiency in using computers and associated software for planning purposes

Note:

1. Must be able to work other than normal hours when needed or deemed necessary; normal working hours are 8 a.m. to 4:30 p.m., Monday thru Friday
2. Must be able to be on-call for emergencies

How to Apply

A Grant County Application and job description may be obtained at www.co.grant.wi.gov or by contacting the Human Resources Department at (608)723-2540.

To be considered, applicants must submit a letter of interest, resume, and Grant County application.

Application materials may be emailed to employment@co.grant.wi.gov or mailed to the address below.

Applications will be accepted until 4:00 p.m. on Monday, October 26, 2026.

Grant County Human Resources

111 S. Jefferson St. - PO Box 529
Lancaster, WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

GRANT COUNTY JOB DESCRIPTION

TITLE: Facilities and Maintenance Manager

DEPARTMENT/ AGENCY: Grant County

IMMEDIATE SUPERVISOR: Administrative Committee

PAY RANGE: K

FLSA: Exempt - Executive

NATURE OF WORK

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MINIMUM QUALIFICATIONS

Education:

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Note:

1. Must be able to work other than normal hours when needed or deemed necessary; normal working hours are 8 a.m. to 4:30 p.m., Monday thru Friday
2. Must be able to be on-call for emergencies

Knowledge, Skills and Abilities:

1. Knowledge of general maintenance, such as boiler, heating, air conditioning, electrical wiring, etc.
2. Ability to read mechanical drawings and lay out work
3. Ability to read and understand blueprints and schematics
4. Ability to be well organized and optimize the use of space and equipment while reducing operating costs
5. Ability to learn and use technology to enhance job performance, keeps up-to-date with the latest technology and adapts well to changes in technology
6. Competency in using Microsoft Excel and Word
7. Must possess leadership ability and the willingness to cooperate and work effectively with others
8. Ability to solve practical problems and deal with a variety of situations where immediate good judgment skills are necessary
9. Project planning skills

10. Ability to design and implement systems for the care, upkeep and improvement of grounds, facilities, and equipment
11. Ability to plan, lay out, organize and supervise the work of staff, community service workers, volunteers, and other limited term employees

ESSENTIAL FUNCTIONS

1. Responsible for centralized purchasing of supplies to ensure best pricing available coordinating with all facilities in the county.
2. Responsible for all applications/systems related to maintenance
3. Responsible for standardization of mechanical systems
4. Responsible for future strategy of mechanical systems
5. Responsible for mechanical systems development projects
6. Inspect buildings, grounds, and facilities to determine the need for repairs or renovations
7. Arrange and oversee the repairs and maintenance
8. Develop and maintain a preventive maintenance plan and schedule using facilities maintenance planning software
9. Responsible for HVAC maintenance to ensure it is in good working order at all times
10. Oversee service contracts, i.e., elevator, HVAC, Automated systems (alarms, lights, air handling, security), recycling, pest control, etc.
11. Maintain fire alarm and emergency generator system and oversee the performance tests
12. Inspect fire extinguishers on a maintenance schedule
13. Participate in fire drills
14. Maintain required records of all systems test results
15. Responsible for maintaining security, sprinkler, electrical, and plumbing systems
16. Remain in compliance with federal, state, and local codes/laws
17. Recruit, supervise, evaluate, and discipline staff
18. Assign work assignments on a maintenance schedule
19. Establish a call-in schedule for staff; communicate staff availability for call-in to the appropriate departments
20. Long- and short-term assets planning and capital forecasting
21. Manage department budget and work with Finance Office for support
22. Perform other duties as assigned

SUPERVISION RECEIVED

This position reports to the County Administrator.

SUPERVISION EXERCISED

Supervise maintenance supervisor, technicians, workers, and custodians, of the Community Services Building, Courthouse, Administration building, Orchard Manor, and external contractors

ENVIRONMENTAL FACTORS

1. Able to use hands, arms for moderately difficult manipulation such as typing, hardware installations, and writing
2. Eye hand coordination as required for keyboards, printers, and knobs
3. Able to articulate clearly to give instructions, speak on phone and communicate with others
4. Able to see objects close to read records, directions, and other data
5. Able to hear normal sounds and voices with some background noises to receive verbal instruction, answer phone and to communicate with staff and residents
6. Able to concentrate on minimal to fine details for more than 60 minutes
7. Able to understand and relate to several specific ideas at a time
8. Able to communicate orally and in written form for organizational issues and proposals; able to articulate clearly and understand English to communicate with other staff

9. Able to read, follow, complete, and develop instructions and procedures for the use of maintenance of shop tools and equipment; able to understand methods and procedures in mechanical drawings and lay out work.
10. Able to understand and relate to specific ideas, to solve practical problems and deal with a variety of concrete variables in situations where only limited resources are available; able to interpret a variety of instructions furnished in written, oral and diagrammatic or schedule form
11. Able to use computer systems and software, printer, Xerox machine, FAX machine, telephone
12. Able to tolerate being on feet for up to 2 hours; could be longer many days
13. Able to squat, bend, twist, kneel, and crawl occasionally to assist with repairs or other work
14. Able to stand on ladder occasionally while overseeing the performance of overhead work to make repairs in ceiling
15. Able to reach from floor to overhead occasionally
16. Able to lift 50 to 100 lbs. occasionally while assisting in a repair or installing of equipment
17. Able to carry 25-50 lbs. occasionally
18. Subject to occasional noise and vibrations from machines

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Approved 01/01/2022

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I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

Employee

___/___/___

Date