



Building and Mechanical Operations Manager

Winnebago County Forest Preserve District

Contact Name: Jody Kennay

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Closing Date:

Salary: \$74,880 - \$112,320 (Depending on qualifications)

Description:

POSITION SUMMARY

Manages the day-to-day equipment and facility repair needs of the Forest Preserves of Winnebago County (FPWC). Responsibilities include scheduling and overseeing repairs, maintaining records, purchasing stock, preparing equipment specifications, and providing hands-on mechanical and facility repairs as needed. Requires management of Mechanic and Equipment Technician positions. This role also requires fabrication, troubleshooting, and project design skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Operations Management & Scheduling

- Manage shop operations, schedule work, record repairs, and purchase stock to ensure effective daily operations.
- Oversee scheduling and routing of personnel and equipment to accomplish work efficiently and effectively
- Inspect completed work to ensure quality and professional standards are met.
- Prepare and annually maintain a shop procedural manual, ensuring all staff are trained and familiar with its contents.
- Maintain accurate records of repairs and purchases
- Provide fabrication and mechanical support for special projects as needed.
- Ensure all operations follow risk-management and safety guidelines
- Assist in the preparation and execution of the annual department budget, ensuring adherence to budget requirements.

Staff Management

- Interview, hire, train, supervise, and evaluate Building and Mechanical Operations staff in accordance with FPWC policies and procedures
- Adhere to and train shop personnel in all risk-management and safety programs and procedures.
- Coordinate additional advanced skills training opportunities for staff.

Mechanical & Facility Repairs

- Perform troubleshooting, repairs, overhauls, or rebuilds of mechanical equipment as necessary
- Conduct assessments and make repairs on FPWC buildings, gates, and bridges
- Perform building and electrical repairs as needed
- Operate heavy trucks and equipment as required.

Project & Contractor Management

- Develop equipment specifications for new purchases and make make-or-buy decisions on projects
- Manage outside contractors, including project specifications, scheduling, and project review, ensuring work meets or exceeds specifications, on assigned projects.

KNOWLEDGE, SKILLS and ABILITIES REQUIRED FOR THE JOB. Must have a professional expert working knowledge of diesel and gas engines, auto and truck maintenance (certified mechanic). Must have basic knowledge of general construction and facility maintenance. Must have basic knowledge of computers. Must have strong people and communication skills. Maintain a valid class A CDL license.

EDUCATION and/or EXPERIENCE. High school diploma or general education degree (GED) is required, along with eight (8) years related experience and/or training; or equivalent combination of education and experience.

To view full Job Description please go to WinnebagoForest.org/employment or click link below.

https://www.winnebagoForest.org/_files/ugd/b853e0_dc753b1892c6493e97674bf21223fd81.pdf