



Job Description

Job Title:	Building and Mechanical Operations Manager
Location:	Central Maintenance Shop
Reports To:	Director of Operations
FLSA Status:	Full-Time/Exempt (Salaried)
Salary Range:	\$74,880 - \$112,320 (dependent on qualifications)

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.

LANGUAGE SKILLS. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence and ability to speak effectively before groups of customers or employees.

MATHEMATICAL SKILLS. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

MACHINES, TOOLS, AND EQUIPMENT. Must be able to operate: wrenches, screwdrivers, hammers, pliers, sockets, pneumatic tools, floor and bottle jacks, torches, volt/amp/OHM meters, pressure gauges, drills, and various other hand tools, as well as trucks, tractors, backhoes, and tree spade equipment.

PHYSICAL DEMANDS. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to walk, sit, climb or balance, talk or hear, and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job

include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to drive a vehicle.

WORK ENVIRONMENT. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, risk of electrical shock, and vibration. The employee is frequently exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. The noise level in the work environment is usually loud.

FPWC will provide reasonable accommodations, in accordance with applicable law, to enable qualified individuals with disabilities to perform the essential functions of the position.

EQUAL OPPORTUNITY EMPLOYER. The Forest Preserves of Winnebago County is an Equal Opportunity Employer and is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind and do not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by federal, state, or local law. All employment decisions are made on the basis of qualifications, merit, and business need.

Employee Signature

Date