



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: OPERATIONS MANAGER
DEPARTMENT: FACILITIES MANAGEMENT
PROBATIONARY RATE: \$65, 000 TO \$80,000 (365-DAYS)
PAY RANGE: #B
SCHEDULED HOURS: 40 HOURS PER WEEK
CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, BEGINNING MARCH 21, 2025.

APPLICANTS SHOULD APPLY ON LINE AT: WWW.CO.WARREN.OH.US COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS, THEN CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND EMAIL THE COMPLETED APPLICATION TO: WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$310 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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Position Title: Operations Manager

Incumbent:

Class Title:

Department: Facilities Management
Reports To: Director
Pay Range: B
Probation: 365 Days
Work Hours: 7:00 A.M. to 4:00 P.M.

FLSA Status: Exempt
Civil Service Status: Unclassified
Employment Status: Full-time
Lunch: Unpaid

JOB RESPONSIBILITIES:

Under general direction, assists the Director and Deputy Director in the supervision of personnel, operations, and projects within the department. Assists with procurement and oversight of contracted work and projects.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of advanced knowledge of the abilities and skills listed herein. Training and/or work experience should include a minimum of eight (8) years in maintenance/construction or similar related trades. Should have a minimum of two (2) years at the policy making level with skills and abilities to direct and supervise various trades and fields within the department. Must have excellent written & verbal communication skills. Preferred but not required Bachelor's degree in Facility Management, Business Management, Construction Management, or a related field.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid Ohio driver's license. Any certificates or licenses will be helpful but not required.

ESSENTIAL FUNCTIONS:

1. Assists the Director and Deputy Director with the supervision of personnel, operations, and projects within the department.
2. Must be familiar with facilities maintenance and the operation and characteristics of different equipment and mechanical systems.
3. Directs and oversees subordinate personnel in the various trades and fields within the department.

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4. **Assists in the creation, distribution, and oversight of work orders for personnel.**
5. **Assists in the scheduling of staff and rotation of employees as may be required.**
6. **Assists in the development of bid specifications and plans as may be required.**
7. **Assists in the procurement, development, and oversight of new construction, remodeling, maintenance, and repair projects.**
8. **Advises and recommends the purchase of material, equipment and contract labor or services.**
9. **Anticipates and identifies potential problem areas for correction to help ensure timely project completion.**
10. **Helps maintain departmental records, communications, files and drawings for current and past projects.**
11. **Attends meetings as required by the Director to properly carry out departmental functions.**
12. **Helps ensure compliance with all life safety and security protocol.**
13. **Follows all safety and health practices of the Warren County Board of Commissioners.**
14. **Helps ensure compliance with the Warren County Personnel Policy and Procurement Policy.**
15. **Demonstrates a regular and predictable attendance.**

OTHER DUTIES AND RESPONSIBILITIES:

1. **Helps identify areas where additional training and skills are needed.**
2. **On-call 24 hours per day, 7 days per week for all building emergency situations.**
3. **Required to work on special projects as directed.**
4. **Must perform other job duties as assigned or required.**

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KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: various construction trades, maintenance, grounds and custodial techniques, procedures, applications, products and equipment; blueprint reading and technical specifications, safety practices and procedures, building security protocol, accepted industry standards, office procedure and documentation practices; current ADA, OSHA, EPA and regulatory compliance standards and codes; through and broad based computer skills including AutoCAD; departmental policies and procedures, County personnel policy, rules and regulations.

Ability to: evaluate individual job requirements, estimate, advise and recommend corrective action; perform under administrative direction; cooperate with various county staff and public; communicate effectively, handle sensitive issues and materials; handle public relations.

Skill in: Leadership, management, communication, and organization.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)