

Champaign County Job Description

Job Title: Maintenance Manager

Department: Physical Plant

Reports To: Director of Administration

FLSA Status: Exempt

Grade Range: J

Employment Status: Non-Bargaining

Prepared Date: December 2025

SUMMARY

Supervises all Maintenance employees and ensures buildings are promptly and properly maintained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

- Plans, organizes, and supervises the activities of maintenance staff in proper repair and maintenance of mechanical equipment and systems of county buildings.
- Interviews, selects, and evaluates maintenance worker staff; provides direction and assignments; and provides staff training, as needed.
- Prepares, presents, and monitors the maintenance portions of the physical plant budgets; administers and monitors the annual maintenance budgets.
- Obtains cost estimates for supplies, obtains supplies and repair parts from distributors, maintains inventory of supplies, and orders new equipment.
- Assists all maintenance workers with daily tasks, as needed.
- Performs outside custodial duties, such as snow removal as needed.
- Responds to emergency requests, on a 24-hour basis, as needed.
- Ensures daily, weekly and monthly reports on building and equipment maintenance procedures are completed by maintenance staff.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

This is a supervisory position.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

An associate's degree in construction technology or related field and responsible facilities maintenance experience (5-7 years) involving the maintenance and repair of buildings and grounds, as well as experience in supervising a staff of maintenance personnel; or any equivalent combination of education and experience that would provide the above noted knowledge, skills and abilities.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret technical drawings, schematics or blueprints.

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.

CERTIFICATES, LICENSES, REGISTRATIONS

- Skilled or licensed in at least one of the following trades: plumbing, electrical or master level carpentry.

- Illinois Driver's License; safe driving record; and proof of insurability.
- Security Clearance issued by the Champaign County Sheriff.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and vibration. The noise level in the work environment is usually moderate and occasionally loud.

NOTICE

This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.