

July 29, 2024

JOB VACANCY ANNOUNCEMENT

**Fifth District Appellate Court
Mount Vernon, IL 62864**

Applicant may be required to submit additional material and/or complete job specific tests for the position.

POSITION:	Physical Facilities Manager
DIVISION:	Fifth District Appellate Court
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
SALARY:	\$48,198 per year

ESSENTIAL RESPONSIBILITIES: Performs supervisory and skill building maintenance work for the Appellate Court building and grounds maintenance program. The Appellate Court Clerk reviews the work for the quality of maintenance and repair work performed and managerial efficiency and effectiveness.

FUNCTIONS INCLUDE:

- Consults with the Appellate Court Clerk regarding renovations, alterations, and major maintenance program; inspects contracted work for compliance with specifications.
- Develops, enforces, and maintains building maintenance and preventive maintenance programs.
- Plans, directs, and participates in both routine preventative maintenance and troubleshooting on buildings.
- Coordinates, directs, and participates in skilled building maintenance work involving a variety of trades and tools.
- Supervises a crew typically composed of one or two workers performing grounds keeping and building maintenance duties.
- Repairs and replaces defective parts in motors, pumps, switches, control panels, and electrical fixtures; trouble shoots electrical circuitry and equipment.
- Performs work according to codes and occupational safety standards.
- Maintains inventory of building equipment, furniture and supplies.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE: Applicant must have four years of building maintenance experience.

Candidates will have working knowledge of electrical systems sufficient to trouble shoot and perform skilled maintenance and repairs according to codes and trade practices; working knowledge of the planning, development, and administration of building maintenance and preventative maintenance programs; basic knowledge of heating, ventilation, and air conditioning equipment sufficient to perform preventative maintenance and repairs according to codes and trade practices; skill in coordinating, directing, and participating in skilled building maintenance work involving a variety of trades and tools; basic knowledge of modern supervisory practices sufficient to effectively plan, direct, and review the work of a small crew of grounds and building maintenance workers; skill in inspecting contracted work for compliance with specifications; will associate with employees and the public in a pleasant, courteous and helpful manner; and the ability to follow safety instructions for the use of electrical, mechanical and other tools and equipment.

PHYSICAL REQUIREMENTS: This position requires the ability to safely operate hand and power tools and equipment used in the electrical and building maintenance trades; the ability to replace electrical motors, pumps switches, control panels, and electrical fixtures; the ability to safely lift and move objects weighing up to 50 pounds; and the ability to work outdoors in a variety of weather conditions.

Interested individuals should submit a resume, letter of interest, and three references, via e-mail, to:

AC5@illinoiscourts.gov

This position will remain open until filled. However, those individuals submitting materials by Monday, August 19, 2024, will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER