

# **DARKE COUNTY COMMISSIONERS**

## **JOB ANNOUNCEMENT**

### **Facilities and Safety Manager**

The Darke County Commissioners are accepting applications for the position of Facilities and Safety Manager in the office of the Board of Commissioners. Under direction of the Darke County Commissioners, the Facilities and Safety Manager performs a variety of administrative and operational duties for the Darke County Commissioners. Responsibilities include management of the Board of Commissioner's facilities, grounds, risk & safety and fleet services.

#### Duties Include:

- Oversee Facilities Maintenance & Construction Projects
- Oversee Custodial & Grounds
- Safety & Risk Management
- Fleet Management
- HVAC & Controls
- Energy Management & Utilities

Interested applicants must submit a letter of interest, a resume, and salary history by 4:00 p.m., Friday, June 15<sup>th</sup>, 2018 by U.S. mail to the Darke County Commissioners, Attn: Kelly M. Hiatt, 520 S. Broadway, Greenville, Ohio 45331 or by email to [khiatt@co.darke.oh.us](mailto:khiatt@co.darke.oh.us) with "Facilities & Safety Manager" in the subject line. Salary is commensurate with experience. Request a position description by emailing Kelly Hiatt at [khiatt@co.darke.oh.us](mailto:khiatt@co.darke.oh.us). Darke County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, sexual orientation, disability, or military/veteran status in employment or provision of services.