



Director of Facilities Management

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

WHAT WE ARE LOOKING FOR

Lead the Central Services Department with vision and expertise, guiding a talented team to ensure the efficient development, design, operation, and maintenance of all County-owned buildings and grounds. Take charge of overseeing impactful construction and renovation projects, shaping spaces that serve the community.

WHY JEFFERSON COUNTY

This is your opportunity to lead innovative projects, shape the future of county spaces, and ensure the buildings and grounds support the needs of residents and employees alike. With a collaborative team and a mission-driven environment, you'll take charge of construction and renovation projects that directly enhance the quality of life for everyone in the county.

WHAT YOU WILL DO

Join our dynamic, hardworking team as the leader appointed by the County Administrator! This position will direct the activities and staff of the Central Services Department.

GOALS AND OPPORUTNITIES

- Lead efforts to centralize the maintenance department, transitioning maintenance positions currently distributed across various departments into the Central Services Department.
- Understand and implement tasks related to a recent grant, including conducting Energy Assessments and a roofing assessment at Fair Grounds.
- Develop 5- and 10-year capital plans based on assessment findings to support Finance in future capital planning efforts.
- Oversee development of courthouse/trailer site parking lot and assess future needs for the old MIS building.
- Develop and implement a key tracking program to enhance security and ensure a secure environment.
- Improve overall security measures for the Courthouse facility.
- Conduct a study on furniture maintenance programs and staffing needs for all facilities.
- Close out any remaining items related to 2022-2024 courthouse renovation project

SOME ESSENTIAL RESPONSIBILITIES

- **Supervisory Responsibility:** Oversees staff selection, training, evaluation, and professional development. Directs and prioritizes tasks and projects for assigned team members. Manages work assignments, budgets, and capital planning using Enterprise Assessment Management systems.
- **Routine Facilities Management:** Develops and implements long and short-range goals, administration of the County-wide master building access systems and directs and oversees the work of maintenance department. Ongoing evaluation of effectiveness and efficiency of county programs and policies related to business maintenance operations.
- **Project Management:** Prepares, directs and develops bid packages, and collaborates regularly with County Administrator, Committee of Jurisdiction, and Department Heads to identify renovation and construction needs. Represents County regarding facilities expansion and renovation projects, working directly with contractors and appropriate County Personnel.
- **Fiscal Management and Reporting:** Prepares an annual budget, reviews and submits statistical, financial, and control records relating to costs, work schedules, supplies, equipment, and program operations. Authorizes the issuance of contracts, purchase orders, change orders and payments to contractors.



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Requirements: Ten years' related experience and or training with additional formal education; or bachelor's degree in related field and a minimum of 6 years' progressive experience. Considerable competence in a managerial or professional field. Broad experience over several years is required, together with appropriate academic qualifications or professional training.

Preferred Requirements: Bachelors or Masters degree in architecture engineering, construction management, facilities management, project management, or related field. Ten years of facilities and grounds maintenance and construction experience at a management level, overseeing multiple facilities.

Salary & Benefits

The 2025 minimum starting salary is \$95,215+, commensurate with candidate's successful experience and qualifications. Jefferson County offers an excellent, comprehensive benefits package. [Click Here for 2024 Jefferson County Benefits](#)

Benefits Highlights

Paid vacation* Health insurance* Health insurance opt Out Plan * Dental & Vision insurance* Life insurance* Wisconsin Retirement System* Health Savings Account * Differed Compensation Program* Group Life insurance *Short- & Long-Term Disability

Employees at Jefferson County Value

Competitive Pay* Excellent Benefits* Great Coworkers* Flexibility* Advancement & Opportunity* Family Feel

ABOUT JEFFERSON COUNTY

Outdoor recreation meets small town living. Jefferson County is situated in southeastern Wisconsin, and is bordered by the counties of Dodge, Dane, Rock, Walworth, and Waukesha. Our county covers a land area of 557 square miles, with an additional 25.73 square miles of water area, which includes five major rivers and 35 lakes. It is also comprised of 16 towns, 5 villages, and 6 cities including a portion of the cities of Watertown and Whitewater. The county seat is in the city of Jefferson, a city of approximately 7,757 residents. Jefferson County is among Wisconsin's fastest-growing counties

Ideally situated between the metropolitan areas of Milwaukee and Madison, Jefferson County offers a pleasant mixture of urban and rural life. With easy access via the I-94 and I-90 highway system, the County is characterized by rich agricultural areas, thriving family-oriented communities, diversified manufacturing, and highly valued natural resource features. Fine dining and entertainment can be found throughout the County.



HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at jeffersoncountywi.gov. Interested applicants should submit a cover letter and resume in addition to the online Jefferson County application.

Questions can be directed to Jenn Adamez Robinson at 920-728-7629 or JRobinson@Jeffersoncountywi.gov.