

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Facilities Supervisor
Bureau of Facilities

An Equal Opportunity Employer

Facilities Supervisor – Bureau of Facilities

\$64,376 annually (\$30.95 hourly, Grade C13), 40 hours per week, non-exempt position

Hours are typically Monday through Thursday from 6:30 am – 5:00 pm

This position will remain open until filled.

The Bureau of Facilities is currently searching for a highly motivated Facilities Supervisor to support building maintenance trades which includes, planning, scheduling and repairs within county owned buildings and other infrastructure. This position will be working (4) 10-hour days Monday-Thursday. This individual should be proficient in HVAC with some minor background in electrical and plumbing while being able to lead a team in a fast-paced environment.

The Facilities supervisor will be directing a team of trades workers while managing our preventive maintenance program, responding to daily work orders, and dealing with emergency calls. The Facilities Supervisor will be working with an asset management program to manage this workflow. This position is eligible for a take home vehicle provided the employee meets a certain criterion.

The ideal candidate for this opportunity will be hands on with good communication and leadership skills, be detail-oriented, and a critical thinker with strong organizational skills. This position will need to respond after hours, if needed, to support after hour emergency calls with our facilities team.

Click [here](#) for the full job description

Qualifications:

1. High school diploma or GED
2. Five years related work experience, including two years at a supervisory level*
3. Valid driver's license
4. DOT (Department of transportation) Physical Card
5. Requires a criminal background check as condition of employment.

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 13 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

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The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.